3-14. Drug Abuse and Controlled Substances

Vectrus will not tolerate illegal drugs, controlled substances or alcohol abuse and will take all reasonable steps to ensure that drug and alcohol abuse does not occur and that a drug-free work force environment is maintained throughout the organization.

a. Term and Condition of Employment

An employee is strictly prohibited from:
(1) Manufacturing, distributing, dispensing, selling, possessing or using a controlled substance or a drug that is illegal under state, federal or other applicable law (hereafter, “illegal drug”) while at work, on Company property, in Company vehicles or while off the premises performing work for the Company.
(2) Reporting for work or performing work under the influence of a controlled substance or illegal drug.
(3) Using company property or one’s position to facilitate the manufacture, distribution, sale, dispensation, possession or use of a controlled substance or illegal drug.

b. Reasonable Grounds to Suspect Policy Violation

If Vectrus has reasonable grounds to suspect that an employee or employees are violating this policy, the Service Line (IT & NCS or F & LOG SVC) HR Director will determine whether company directed searches or drug testing is required. If a search is required, the Service Line (IT & NCS or F & LOG SVC) HR Director will authorize the appropriate party to perform the search. No unauthorized Vectrus personnel will conduct a search for controlled or illegal substances. If a situation warrants company directed drug testing, the Service Line (IT & NCS or F & LOG SVC) HR Director will approve testing per paragraph 3-13e below or the appropriate Project Order. Refusal to submit to a company directed search, inspection, or drug test constitutes insubordination and may be grounds for disciplinary action, up to and including termination of employment.
c. Violation through Employee Misconduct

If the Company has any reasonable grounds to suspect that an employee is violating this policy, or that an employee has, through his or her own conduct in violation of this policy, contributed to an accident or injury at work, the Company may ask the employee to submit to a medical examination and/or medical tests, to include drug screening. Employees requested to submit to such an examination or test will follow the same testing procedures as new hires.

d. Random Drug Testing

When required by a Department of Defense (DOD) contract, random drug testing is mandatory for certain employees in sensitive positions. “Employee in a sensitive position” means an employee whose duties could reasonably be expected to affect health, safety or national security, including but not limited to duties involving:

(1) Access to classified information
(2) Possession or use of firearms
(3) Design, manufacture, test, evaluation or maintenance of aircraft, vessels, vehicles, heavy equipment, munitions, toxic materials, weapons, weapons systems, potentially dangerous equipment, material or applications (such as lasers, explosives, unstable chemicals or medical equipment with potentially life-threatening consequences) or major components of the foregoing which are directly contracted for by the Department of Defense
(4) Control, operation or use of aircraft, vessels, vehicles, heavy equipment, toxic or nuclear materials, munitions, weapons, weapons systems or potentially dangerous equipment, materials or applications (such as lasers, explosives, unstable chemicals or medical equipment with potentially life threatening consequences)
(5) Transportation, storage or protection of toxic or nuclear materials or munitions or potentially dangerous materials (such as explosives or unstable chemicals)
(6) Air traffic control
(7) For DOT (Department of Transportation) Random Drug Screen Requirements reference CIOP
HR 500.14 DOT Drug and Alcohol Screening
e. Required Drug Test
The required test is for the SAMHSA 5 panel of drugs. A SAMHSA-certified lab must be used.
(1) Testing will be quarterly with 10% of the “sensitive position” employees to be tested during the calendar year.
(2) Employees who test positive are not allowed to remain on the job and must be reported to the Contracting Officer. However, a second test will be given immediately for confirmation.
(3) Selection for testing will be made randomly by applicable Program Management and the assigned program Human Resources representative.

f. Employee Conviction of Criminal Drug Statue

An employee who has been convicted of a criminal drug statute (including a plea of nolo contendere) for a violation occurring in their present workplace must notify his/her immediate Supervisor no later than 5 days after such a conviction. A criminal drug statute is any law (federal, state or local) which makes unlawful the manufacture, distribution, dispensation, use or possession of any controlled substance or illegal drug. Failure to notify the Company of such a conviction constitutes grounds for disciplinary action up to and including termination.

g. Additional Violations and Discipline

Any employee who violates any aspect of this policy by committing the following will be subject to immediate disciplinary action, including possible termination of employment:
(1) Manufacturing, distributing, dispensing, selling, possessing or using a controlled substance or illegal drug in the workplace or while performing work for the Company.
(2) By reporting to work or working under the influence of a controlled substance or illegal drug.
(3) By facilitating use or sale of a controlled substance or illegal drug on Company property.
(4) By refusing to submit to a search or to provide a blood or urine sample or take other medical tests.
(5) By failing to notify the Company of a criminal drug statute conviction (including a plea of nolo contendere) for a violation occurring in the workplace within 5 days after such conviction.
h. Illegal Drug Acts While at Work

An employee who, while at work or while performing work, engages in the illegal manufacture, distribution, dispensation or sale of a controlled substance or illegal drug, who is found to be in possession of any such substance or drug, will be subject to immediate termination of employment.

i. Possession

Any employee who is in possession of a controlled substance or illegal drug has used a controlled substance or illegal drug on the Company’s premises or while performing work off-premises or who has reported to work under the influence of such a substance or drug will be subject to disciplinary action. The nature and severity of the discipline will be based upon the circumstances and will be determined at the sole discretion of Vectrus. Such disciplinary action will be taken on a timely basis and may include an oral or written warning, suspension, probation or immediate termination. Violation of any aspect of this policy may also result in notification to law enforcement agencies and to any Federal and/or Government Agency with which the Company has a contract.

j. Illegal Drug Problem

Employees who have a controlled substance or illegal drug problem are encouraged to enter a Company- recommended or an approved rehabilitation program. Depending upon the circumstances, the Company may, at its option, suspend disciplinary action and allow the employee to participate in drug abuse counseling and rehabilitation for the purpose of enabling the employee to permanently cease the prohibited conduct.

k. Rehabilitation

The Company may, at its discretion, allow an employee convicted of a criminal drug statute for a violation occurring at another employer’s premises to participate in rehabilitation or counseling in lieu of termination. For DOT Drug and Alcohol Violations please reference CIOP HR 500.14 DOT Drug and Alcohol Screening
I. Authorized Treatment Responsibilities

At the Company’s option, any employee who elects participation in an authorized treatment program may have any disciplinary action deemed appropriate by the Company suspended while counseling, rehabilitation and/or assistance programs are being utilized. An employee who declines to participate in or fails to complete drug abuse counseling, rehabilitation and/or an approved Employee Assistance Program in lieu of disciplinary action at the Company’s option, or an employee who, having successfully participated in such a program again engages in conduct prohibited by this policy, shall be subject to disciplinary action up to and including immediate termination.

m. Policy Understanding

Each employee who is subject to this policy shall, within 5 days of the adoption of the policy or within 5 days of employment by Vectrus, sign a statement stating that he or she has received, reviewed and understands this policy.

n. Prescribed Drugs

An employee who has been prescribed or is using a drug for any medical or other condition that might in any way impair the ability to perform his or her job must immediately notify the Human Resources Department. Human Resources may consult with the designated company-approved doctor to determine whether the individual can work while taking the medication. If it is determined that the individual is unable to perform his or her job, with or without a reasonable accommodation, because of the effects of the medication, the employee will be directed not to report to work until the use of medication has been discontinued or another effective accommodation can be implemented. Refer to the Leave of Absence Section 1-1.
o. Job Applicant Drug Test

Each job applicant who is requested to undertake and successfully pass a physical examination as a condition of employment must be advised that he or she will be given a drug test as part of the medical examination process. (1) Each job applicant who is required to undertake and successfully pass a physical examination and drug test as a condition of employment will, prior to examination, sign a statement of acknowledgement that he or she consents to drug testing (FORM-HR-126).

p. Failure to Pass Drug Test (Job Applicant)

Failure of a job applicant to successfully pass the drug test will result in immediate denial of employment. After a period of 6 months, applicants may be reconsidered for employment (reconsideration may only be extended to former or recovering addicts and is not extended to casual drug users). If qualified to perform a job, former or recovering addicts not currently using drugs or controlled substances must not be discriminated against on the basis of former addiction (Americans with Disabilities Act (ADA) enacted 26 July 1992). However, the ADA does not protect casual drug users. For applicants who are regulated by the DOT in safety sensitive, reference CIOP HR 500.14 DOT Drug and Alcohol Screening to insure FMCSA Compliance.

q. Prescriptions

Nothing in this policy should be construed to prohibit an employee from using or possessing medication in accordance with a valid prescription, so long as the drug is not illegal under state, federal or other applicable law, and does not pose a safety hazard or impair the employee’s ability to perform his/her job functions, with or without a reasonable accommodation.