



## **Policy on Drug and Alcohol Testing of Associates**

Cable One is committed to maintaining a workplace free of the effects of drug and alcohol abuse by its associates. As set forth in the Associate Handbook, the Company considers drug and alcohol addiction to be treatable conditions, and an associate who has problems with drugs or alcohol abuse is encouraged to seek treatment through the Company's Employee Assistance Program. Nonetheless, all associates are expected to meet existing job performance standards and established work rules, and Cable One strictly prohibits possession, use, sale or distribution or being under the influence of intoxicants, drugs or substances in violation of the Federal Controlled Substances Act, whether on or off Company property or during work time, and strictly prohibits possession or use of alcoholic beverages during working hours or in Company vehicles.

In order to deter and detect any drug or alcohol abuse by associates, Cable One has adopted the following procedures for drug and alcohol testing of existing associates under certain circumstances. This policy is a supplement to the Company's ongoing policy of pre-employment drug testing. The Company's goal is to eliminate drug or alcohol abuse (including abuse or misuse of prescription drugs) and to prevent such abuse from manifesting itself in the workplace in the form of an accident or injury.

Violators of the Company's Drug and Alcohol Policy, whether detected through this testing program or otherwise, will be subject to discipline, up to and including termination of employment. However, no associate shall be disciplined or subject to retaliation solely for reporting in good faith an incident as set forth in section I below that results or may result in a drug/alcohol test.

For copies of the Company's policies drug and alcohol use and non-retaliation, please refer to the Associate Handbook.

### **I. Applicability**

Any associate (whether full-time, part-time or \*temporary) involved in an on-the-job accident

1. that arises from or is related to the associate's operation of
  - A) a Company-owned or leased motor vehicle (whether the accident occurs during the workday or after hours and whether or not the associate is on Company business);
  - B) an associate's personal vehicle (1) when the accident occurs on Company premises; or (2) if the associate

- uses the personal vehicle for work, after any accident which occurs during the workday or which occurs when the associate is on Company business; or
2. that arises from misuse or damage to Company property or property of others (other than minor damage-less than \$100 to repair or replace); or
  3. that results in injury to any associate, customer, vendor or other person that requires medical attention (other than minor first-aid); or
  4. where the Company otherwise has reason to suspect that the associate was under the influence of drugs or alcohol in violation of Company policy

will be subjected to testing for the presence of drugs and/or alcohol in his or her body. Cable One reserves the right to interpret these terms consistent with the purposes of its Drug and Alcohol Policy.

\*Temporary describes temporary Cable One associates. Temporaries from an agency should be tested by their own employer (the agency from whom they receive their paycheck).

Note that all Company vehicles and all personal vehicles used on Company business must have appropriate testing materials (including Chain of Custody form) in the glove compartment at all times, in case it becomes necessary for an associate to go to a clinic or hospital with which we have not already made testing arrangements.

## **II. Procedures**

As soon as practicable after an incident covered by this policy, and after allowing for any necessary emergency medical treatment, the associate will be escorted by a manager or supervisor to a local clinic for collection of a urine specimen. This specimen will be sent to an independent, national laboratory for testing for the presence of drugs. The Company utilizes a nationally-recognized, certified testing laboratory which has implemented appropriate chain of custody procedures. With respect to this post-employment testing for drugs, Cable One will instruct the laboratory to conduct the same sampling as is done for the pre-employment tests, including testing for opiates, barbiturates, benzodiazepines, propoxyphene, methadone, methaqualone, PCP, cocaine, amphetamines, and marijuana/THC at established levels (actual levels tested are available for inspection by contacting your system manager or ad sales manager). With respect to testing for alcohol, a BAT (Breath Alcohol Test) will be performed to detect the presence and level of alcohol. For any specimens which test positive for the presence of drugs or alcohol, the sample(s) will automatically be retested to confirm all positive results utilizing the most sophisticated technology, including Gas Chromatography/Mass Spectrometry, Fluorescent Polarization, SAPIO, Thin-Layer Chromatography, High-Performance Thin-Layer Chromatography and/or Enzyme Immunoassay, and thereafter stores positive specimens for at least six months. Prior to being reported to the Company, the

laboratory results are reviewed and interpreted by a Medical Review Officer (MRO) to confirm, again, the positive results.

Cable One will bear the costs of the test and the Medical Review Officer's review.

Associates will be notified in writing as soon as possible following the Company's receipt of the confirmed test results. Any associate whose test yields a positive result will be afforded the opportunity, within ten work days of being informed of the result, to rebut the results in a confidential setting and request that the existing specimen be retested (such requested retests will be at the associate's expense).

### **III. Discipline**

Any associate who refuses to submit to testing in a timely manner, tampers with a test or whose drug or alcohol test pursuant to this policy yields a confirmed positive result may forfeit eligibility for workers' compensation benefits (if applicable) and will be subject to appropriate discipline, up to and including immediate termination of employment.

ACKNOWLEDGEMENT OF RECEIPT  
OF  
POLICY ON DRUG AND ALCOHOL TESTING OF ASSOCIATES

I acknowledge that I have received a copy of the Cable One Policy on Drug and Alcohol Testing of Associates and that I have read and understand its contents, and I agree to conform to the policy.

\_\_\_\_\_  
(Signature of Associate)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Location

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Company Representative)