



METRO FIRE SPRINKLER SERVICES, INC.

1501 Decker Avenue, Bay 522, Stuart, Florida 34994 (772) 288-0615 Fax (772) 288-5122

Substance Abuse Program

I. Statement Of Policy

In a commitment to safeguard the health of our employees and to provide a safe work environment for everyone, Metro Fire Sprinkler Services has established a drug-free workplace policy.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. We would like to encourage those who use illegal drugs or abuse alcohol to seek help in overcoming their problem. Employees who do so will be able to retain their job position in good standing.

While this company understands that employees and applicants-under a physician's care are required to use prescription drugs; abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

Employees are given notice as of the above date that it is a condition of employment to refrain from reporting to work, or working with the presence of drugs or alcohol in his or her body. Employees are subject to drug testing under the standards of this policy on 08/13/00, which is 60 days from the above date.

This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statue 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration.

II. Definitions

- A. **"Legal Drug"**- Prescribed drug or over-the-counter which has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured.
- B. **"Illegal Drug"**- Any drug (a) which is not legally obtainable, (b) which may be legally obtainable but not been legally obtained, or (c) which is being used in a manner or for a purpose other than prescribed.

III. Policy And Work Rule

The policy of Metro Fire Sprinkler Services is to employ a work force free from use of illegal drugs and abuse of alcohol, either on or off the job. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination, even for the first offense.

It is a standard of conduct for employees of the company that no employee shall report to work or work with the presence of illegal drugs or alcohol in his or her body. In order to maintain this standard, the company shall establish and maintain the programs and rules set forth below.

A. Drug Testing of Applicants

All job applicants at this company will undergo screening for the presence of illegal drugs as a condition of employment.

Any applicant with a positive test result will be denied employment at that time but may initiate another inquiry with the company after six months.

B. Drug Testing of Employees

This company will maintain screening practices to identify employees who use illegal drugs or abuse alcohol, either on or off the job. It shall be a condition of continued employment for all employees to submit to a drug screen:

1. **When there is a reasonable suspicion** to believe that an employee is using or has used illegal drugs or is abusing or has abused alcohol;

Circumstances that could be indicators of a substance-abuse problem and considered reasonably suspicious are as follows:

- Information that an employee has caused, or contributed to, an accident while at work. "Accident" includes injury to person(s) and/ or damage to equipment or property.
- Observable phenomena while at work-such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report of drug use provided by a reliable and credible source and independently corroborated.
- Evidence that an individual has tampered with a drug test during his employment with the current employer.
- Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle , machinery or equipment.

Whenever possible, the supervisor should have the employee observed by a second supervisor or manager before requesting testing. Employees who refuse substance testing under these circumstances will be terminated and forfeit worker's compensation medical and indemnity benefits.

2. As a follow-up to Employee Assistance.

If the employee, in the course of employment, enters an Employee Assistance Program or a drug rehabilitation program, the employer must require the employee to submit to a drug test as a follow-up to such a program, unless the employee voluntarily entered the program. In that case, follow-up testing is optional. If follow-up testing is required, it must be conducted at least once a year for a two year period after completion of the program. Advance notice of a follow-up testing date will not be given to the employee.

3. When the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination which is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.

4. At other times and under such circumstances as deemed appropriate by company management and current state and/or federal standards. Employees will be given adequate notice of any addition, change, or deletion in the company's drug testing requirements.

C. Employee Assistance Program

This company does not maintain an Employee Assistance Program (EAP). The purpose of an EAP is to provide help to employees and their families who suffer from alcohol, drug abuse or any other problems. We do, however, maintain a list of local providers of employee assistance, drug and alcohol treatment and family services that employees may access without company involvement.

It is the responsibility of an employee to seek assistance from an EAP **before** alcohol and drug problems lead to disciplinary actions. Once a violation of this policy occurs, subsequently using an EAP on a voluntary basis will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.

An EAP will provide appropriate assessment, evaluation and counseling and/or referral for treatment of drug and alcohol abuse. Such employees may be granted leave with a conditional return to work, depending on successful completion of the agreed-upon appropriate treatment regimen, which may include follow-up testing.

The cost of seeking assistance from an EAP or other provider will be the responsibility of the **employee** and is subject to provisions of the company's health insurance plan, if any. Please consult the provider for specifics concerning this issue.

D. Grounds for Termination or Discipline

1. Illegal Drug Use

The following are considered violations of the Metro Fire Sprinkler Services drug-free workplace policy and are subject to discipline, including discharge or supervision from employment without pay and loss of Worker's Compensation benefits, even for the first offence:

- Refusing to take a company-required drug test
- Failing a company-required drug test (a positive test result)
- An employee bringing illegal drugs onto the company's premises or property (including company vehicles)
- Possession of illegal drugs or drug paraphernalia on the employee's person.
- Using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug (as previously defined) while on company business or at a time during the hours between the beginning and ending of the employee's workday, whether on company property or not.

2. Alcohol Abuse

The following are considered violations of the Metro Fire Sprinkler Services drug-free workplace policy And are subject to discipline, including discharge or suspension from employment without pay and loss of Worker's Compensation benefits, even for the first offence:

- Refusing to take a company- required alcohol test
- Failing a company- required alcohol test
- An employee who is under the influence of alcoholic beverages at any time while on company business or at any time during the hours between the beginning and ending of the employee's workday, whether on company property or not (including company vehicles)

An employee shall be determined to be under the influence of alcohol if:

- a. The employee's normal faculties are impaired due to consumption of alcohol.
- b. The employee has a blood- alcohol level of .04 or higher.

E. Confidentiality

1. All information, interviews, reports, statements memoranda, and drug-test results, written or otherwise, received by the employer through a drug-testing program are confidential communications and may not

be used or relieved in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with this section or in determining compensability under this chapter 440.,F.S (Worker's Compensation).

2. This subsection (confidentiality) does not prohibit an employer, agent of an employer, or laboratory conducting a drug test from having access to employee drug-test information or using such information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to its defense in a civil or administrative matter.

F. Medication Reporting Procedure

Employees or job applicants may confidentially report to the company's medical review officer (MRO) the use of prescription or nonprescription medications both before and after being tested. Additionally, employees and job applicants shall receive notice of the most common drugs or medications- by brand- name or common name, as applicable, as well as by chemical name- which may alter or affect a drug test. (A listing of these is attached .

G. Reporting of Test Results

Employees or job applicants who receive a positive confirmed test result may contest or explain the result to the medical review officer within 5 working days after receiving written notification of the test result. If the employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer should report a positive test result back to the employer. Employees and job applicants also may contest the drug test results pursuant to rules adopted by the Department of Labor and Employment Security, as outlined below.

H. Challenges to Test Results

1. A requirement of a drug-free workplace program is that within five working days after receiving the notice of a positive confirmed test result, an employee or job applicant may submit information to the employer explaining or contesting the test result, and why the result does not constitute a violation of employer's policy. If the employee's or job applicant's explanation or challenge of the positive test result is unsatisfactory to the employer, a written response as to why the employee's or job applicant's explanation is unsatisfactory along with the report of positive result, shall be provided by the employer to the employee or job applicant; and all such documentation shall be kept confidential by the employer pursuant to confidentiality provisions outlined above, and shall be retained by the employer for at least 1 year.
2. An employee or job applicant may undertake an administrative challenge by filling a claim for benefits

with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes, or, if no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction. When an employee undertakes a challenge to the result of a test, it shall be the employee's responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is settled.

I. Drugs To Test For

The company may test for any or all of the following substances:

Drugs	Trade or Common Name
Alcohol	Liquor, Beer, Booze
Amphetamines	Biphphetamine, Desoxyn, Dexedrine
Cannabinoids	Marijuana, Pot, Grass
Cocaine	Coke, Flake, Snow, Crack
Phencyclidine HCl	PCP, Angel Dust
Methaqualone HCl	Quaalude
Opiates	Paregoric, Morphine, Tylenol w/Codeine
Barbiturates	Phenobarbital, Amytal, Nembutal, Seconal
Benzodiazepines	Librium, Valium, Halcion, Restoril
Synthetic Narcotics	Methadone-Polphine, Methadose Propoxyphene-Darocet, Darvon-N, Dolene

J. Collective Bargaining

This company has no collective bargaining agreement.

K. Consultation Rights

Employees and applicants have the right to consult the company's Medical Review Officer (MRO) for technical information regarding prescription and nonprescription medications.

L. Medical Review Officer

The company's Medical Review Officer is Michael E. Collier, M.D., M.R.O. (or Coastal Health Managements discretion)

Telephone # 941-481-3611

**BLUE CARE FOR SMALL GROUPS
BENEFIT HIGHLIGHTS**

Plan 15

BENEFITS

Cost To You

Emergency Services (Hospital)

- | | |
|---|-----------------------|
| . Use of emergency rooms and emergency services at participating hospitals | \$50 co-pay per visit |
| . Use of emergency rooms and emergency services outside of the service area or at non-participating hospitals | \$50 co-pay per visit |

Maternity Services

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| . Primary Care Physician office services | \$15 co-pay |
| . Participating Specialist office services-initial OB visit only | \$35 co-pay |
| . Certified Nurse Midwife or Midwife | No co-pay |
| . Inpatient hospital services | \$150 per day/\$750 max per stay |
| . Birthing center services | No co-pay |

Behavioral Health Services

Mental Health Care

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| . Outpatient visits- 20 per calendar year | \$25 co-pay per visit |
| . Inpatient facility- 30 days per calendar year | \$150 per day/ \$750 max per stay |
| . Partial hospitalization (2 partial days for 1 inpatient day) | No co-pay |

Substance Dependency

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|---|----------------------------------|
| . Outpatient visits- 20 per calendar year | \$15 co-pay per visit |
| . Inpatient hospitalization (detoxification only) | \$150 per day/\$750 max per stay |

Infertility Services

Special Services

- . Hospice care
- . Skilled nursing facility-90 days per calendar year
- . Home health care
- . Ambulance (medically necessary)
- . Durable medical equipment
- . Prosthetics and orthotics

No co-pay
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BlueCare Rx: Pharmacy Program

Retail Pharmacy

- . When prescribed by a participating physician and filled at a participating pharmacy

\$15 preferred generic
 \$30 preferred brand
 \$50 non-preferred

Mail Order Pharmacy

- . For your convenience, a 90-day supply of maintenance medication is available through the mail

\$30 preferred generic
 \$60 preferred brand
 \$100 non- preferred

Maximum Out-Of-Pocket

\$1,500 per member
 \$3,000 per family