

Substance Abuse Policy

It is the policy of Rumaan Limousine & Chauffeured Services to promote and maintain a safe, healthy, and productive drug-free work environment, for the benefit of its contractors, customers, and the communities in which we operate. Safe work practices, protection of company assets, and protection of the environment are always priorities for our company.

Rumaan Limousine & Chauffeured Services considers substance abuse to be a very serious issue and attaches great importance to its commitment to maintain a drug-free work environment.

Therefore: The unlawful manufacture, distribution, dispensing, possession, use of, or being under the influence of alcohol, controlled substances, drugs, narcotics, or any intoxicant is prohibited by any contractor of Rumaan Limousine & Chauffeured Services, any subsidiary operation of Rumaan Limousine & Chauffeured Services, or any individual on any company premise, or while conducting company business off premise. Any contractor violating any part of this policy is subject to serious disciplinary action, up to and including termination of contractor's agreement.

Rumaan Limousine & Chauffeured Services, or its agents, may collect body fluid (blood, urine, saliva, etc.) samples from any contractor and may test such specimens

for alcohol, controlled substances, drugs, narcotics, or any intoxicant, or their metabolites. A contractor's or applicant's consent to submit to such testing is required as a condition of contract. Refusal to consent to testing will lead to termination of contractor's agreement.

As part of the maintenance of a drug-free work environment, Rumaan Limousine & Chauffeured Services will promote substance abuse education programs for all contractors.

Rumaan Limousine & Chauffeured Services reserves the right to notify appropriate law enforcement officials regarding contractors who engage in conduct and activities which violate this policy

Potential Contractors at will be required to submit to a substance abuse test after an offer of a contract is made.

Any such applicant whose test result is positive will not be allowed to start work. Any applicant testing positive may re-apply for contract 180 days after the date of their previous pre-contract substance abuse test.

Reasonable Suspicion and for Cause Testing

Any contractor may be required to submit to substance abuse testing based upon "reasonable suspicion" or "for cause" that the contractor is in violation of this policy.

Post-Accident Testing

A contractor is subject to testing after any on-the-job accident if the contractor's human error may have been a factor in the accident or the injury involves lost work day(s). On-the-job accidents include (but are not limited to) accidents such as vehicle accidents, fires, damage to physical assets, assaults, etc.

All operators of commercial vehicles are subject to testing when they are involved in a "reportable accident." A reportable accident is defined as any accident which results in death of a human being or bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or total damages to all property aggregating \$2,999.00 or more, based upon actual costs or reliable estimates.

In all cases of post-accident testing, urine and/or blood samples should be taken within 24 hours of the accident. It is the contractor's responsibility to notify Rumaan Limousine & Chauffeured Services of all accidents. For operators of commercial vehicles, it is the contractor's responsibility to present himself for testing at the Rumaan Limousine & Chauffeured Services designated medical facility. If this is

not possible (due to distance away from the facility), use of an alternative medical facility must first be approved by Rumaan Limousine & Chauffeured Services. In situations involving serious injuries to the contractor, the contractor is required to provide the necessary authorization for the company to have access to hospital reports or documents that would indicate whether the contractor was, or was not under the influence of alcohol, drugs, controlled substances, narcotics, or any intoxicant.

Periodic Testing

Contractors whose job requires a physical examination as part of their ongoing contract will also be required to submit to substance abuse testing as part of any physical examination.

Random Testing

Contractors whose jobs include working with hazardous materials and contractors, who operate a commercial vehicle at any time during the course of contract, will be subject to substance abuse testing without notice.

Substance Abuse Testing at Customer Request

Occasionally, a Rumaan Limousine & Chauffeured Services customer will require that contractors involved in servicing their account be certified "drug-free," as a condition of receiving that customer's business. Rumaan Limousine & Chauffeured

Services complies with all such requests, and will perform substance abuse testing, as necessary, of contractors who are involved with the servicing of customer accounts that require drug-free certification.

Positive Test Results

If a substance abuse test is conducted in any of the aforementioned situations, and the test result is positive, the contract with the contractor who tested positive will be terminated.

Additionally, the refusal of a contractor to consent to and submit to a substance abuse test will result in the termination of the contract.

Work Place Drug-Related Convictions

Rumaan Limousine & Chauffeured Services is required by Federal law to report to the appropriate contracting Federal agency, all work place drug-related convictions of its contractors. Any contractor convicted of a work place drug-related offense must notify, in writing, Ace Rumaan Limousine & Chauffeured Services within five days of the conviction.

Off-the-Job Substance Abuse

Off premises involvement with illegal drugs may have an adverse effect on a contractor's on-the-job performance.

The unlawful involvement with illegal substances outside company premises will constitute grounds for severe disciplinary action, up to and including termination of the contract.

Contractor Assistance

Rumaan Limousine & Chauffeured Services realizes that some contractors may need assistance in dealing with a substance abuse problem. Any contractor needing help is urged to voluntarily (prior to the contractor being scheduled for any type of substance abuse test) come forward and request assistance. The company currently provides assistance to contractors through an Alcohol and Drug Treatment center.

Legal Drugs

A contractor's use of a legal drug may pose a significant risk to the safety of the contractor and/or others. Legal drugs are defined as "prescribed drugs and over-the-counter drugs which have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured and in the prescribed amounts". Any contractor using prescription and/or over-the-counter drugs that may affect job performance or alter their behavior must consult with their physician regarding the effects of such legal drug use or the contractor's ability to perform their assigned duties. Upon reporting to work, the contractor should provide Rumaan

Limousine & Chauffeured Services with written documentation to support the contractor's legal drug use and fitness for duty.

Use of Consent Forms

Whenever a contractor or potential contractor is scheduled to take a substance abuse test, a new consent form must be completed.

Application of Federal, State and Local Regulations Rumaan Limousine & Chauffeured Services recognizes the existence of federal regulations, including those of the Department of Transportation and Federal Highway Administration, and certain state and local legislation regarding work place drug testing. When such regulations or legislation apply and impose obligations on Rumaan Limousine & Chauffeured Services which conflict with, or are in addition to, those obligations set forth in this policy, Rumaan Limousine & Chauffeured Services will endeavor to follow the applicable regulations or legislation.

Suspension from Work Pending Test Outcome

The Company reserves the right to suspend the contractor, without pay, pending the results of a substance abuse test. In the event that the suspension is without pay and the test result is later negative, the contractor will be reimbursed for time missed as a result.