

SUBSTANCE ABUSE POLICY

Purpose

Marine Transportation Services, Inc. (hereinafter, "MTS") is committed to promoting and maintaining a work environment free of drug and alcohol abuse and to complying with appropriate governmental regulations concerning this issue.

Coverage

This Policy covers all MTS employees and applicants for employment. All visitors, affiliates, contractors and vendors and each of their employees conducting business on MTS property are subject to compliance with the provisions of this policy and may be required to furnish assurance of such compliance.

Rules, Definitions, Testing Situations, Disciplinary Actions, and Information

1. The use, sale, manufacturing, transportation, distribution, or possession of dangerous drugs (or drug paraphernalia) or alcohol on or in MTS property is absolutely prohibited and results in termination of employment.
2. Working or reporting to work, to crew change, to MTS training programs or to meetings with dangerous drugs or alcohol in an employee's system is absolutely prohibited and results in termination of employment.
3. Dangerous drugs are narcotic drugs, controlled substances, unauthorized or prohibited drugs, controlled-substance analogs and dangerous drug metabolites.
4. All MTS employees will be subject to pre-employment, random, post-accident, return to duty, and reasonable cause chemical tests for evidence of dangerous drug or alcohol use.
5. Applicants who become final candidates for employment are subject to pre-employment chemical tests. A refusal to submit or a positive test result will remove the candidate from consideration for employment.
6. If an employee tests positive for drugs or alcohol or refuses to submit to a chemical test for drugs or alcohol, he/she will be terminated.
7. Refusals to submit include tampering with, adulterating, or otherwise attempting to manipulate, substitute or fraud a specimen or test result.
8. For both applicants and employees, refusals to submit and positive results will be reported to appropriate law enforcement authorities as required.
9. If an employee or applicant tests negative in a DOT drug test, but he/she has a dilute urine specimen, he/she must take another test.
10. Chemical tests may be DOT or non-DOT and they may analyze urine, hair, blood, breath, and/or saliva. The majority of chemical tests done for MTS are DOT tests which analyze urine.
11. Random testing selections are done by a company hired by MTS to control and monitor chemical tests. This means that nobody at MTS selects employees for random testing.
12. Terminated employees are not eligible for rehire and may not return to duty following rehabilitation.
13. MTS complies with all laws and regulations governing confidentiality.

Prescription Drugs

Prescription drugs are medications that are prescribed by a physician for a specific medical purpose. These medications are controlled due to their potential for abuse or harm. They are meant to be taken under the supervision of a physician who can monitor the effect and modify the dosage or discontinue its use as a person's condition warrants.

The prescription defines how much of the drug to take, how often, and for how long. A prescription drug that is not taken according to the directions may be addictive, harmful, or deadly.

Tranquilizers, barbiturates, narcotics, hypnotics, and antihistamines are the most widely prescribed drugs. Tranquilizers such as Valium, Librium and Xanax all have the effect of depressing the body's functions. They are often called downers. Tranquilizers have the potential to impair concentration, perception, judgment, vision, and reflexes. Physical coordination may be diminished, and the person may be disoriented. Barbiturates such as Nembutal, Seconal, and Mebaral are prescribed primarily as sleeping pills. They affect reaction time, muscle control, coordination, and the thinking process. Narcotics such as Codeine, Darvon, Percodan and Demoral are opiate based pain killers and cough suppressants. Hypnotics such as Quaalude are sleep-inducing agents. Antihistamines such as Periactin and Pelamine are used for treating cold symptoms and allergic reactions.

Since each of these drugs and many others that are not listed can affect skill levels, vessel crew members must make an informed and responsible decision regarding their use. From the drug categories above, only antihistamines may not affect an individual's motor skills, alertness or judgment. Tranquilizers, barbiturates, narcotics, and hypnotics are not to be used by any crew member onboard an MTS vessel, or when reporting to work, to crew change or to training programs and meetings. Such use will result in disciplinary action up to and including termination of employment. Any time a crew member is given a prescription by a licensed physician, it is their responsibility to ask the doctor the content of the drug and whether or not it will affect the safe performance of his/her job duties.

If there is a risk, the crew member should discuss other treatment options or should not report to work until the effects of the medication are eliminated. Use of medical marijuana at any time is forbidden and will result in termination of employment. Use of a prescription medicine that impairs ability can compromise safety just as easily as an illegally obtained substance.

Similarly, any time a vessel crew member gets a prescription with a warning label indicating that the patient should not operate heavy machinery or drive a vehicle, the pharmacist or physician should be questioned about the drug's effects. Given the information, the employee should report the medication to his/her supervisor and refrain from working until the effects of the medication have worn off. While onboard an MTS vessel, or when reporting to work, to crew change or to training programs and meetings, you should only take prescription medications that you know do not result in an unsafe side effect for you. Violation of this policy will result in disciplinary action up to and including termination.

Over-the-Counter Drugs



Many drugs can be legally purchased without a prescription at pharmacies, grocery stores, discount stores, and anywhere else they are sold. Even though they are safer than prescription drugs, they still may have dangerous side effects that should be understood before their use. There are many different types of OTCs, most of which will not affect your ability to perform your job. However, there are two categories of OTCs whose use may compromise job performance and pose a risk to the public safety.

The two types of OTCs that have the potential to affect skill levels include antihistamines and stimulants. Antihistamines are used to relieve symptoms of colds, cough, sinus, and hay fever. Many are former prescription medicines that have been approved for general sale. Antihistamines cause drowsiness, slow down reflexes, and impair vision. They tend to effect different people in different ways. The labels on these drugs warn against the operation of a car or heavy machinery after their use. Stimulants are used as decongestants and found in diet pills. Use of these drugs can often result in jitteriness, an inability to concentrate, a false sense of alertness and irritability. Similar to their illegal relatives, use of OTC stimulants is often followed by a period of sudden, extreme tiredness.

Before any drug is taken, a responsible user should read the label carefully to find out its ingredients, likely side effects, and use warnings. A pharmacist can also provide information on a particular drug's effects. Over-the-counter drugs should be taken according to the directions. Taking too much of an OTC can be fatal. Caution should also be given to taking more than one drug at a time. Make an informed decision regarding fitness for work. While onboard an MTS vessel, or when reporting to work, to crew change or to training programs and meetings, you should only take OTC medications that you know do not result in an unsafe side effect for you. Violation of this policy will result in disciplinary action up to and including termination.

Besides over-the-counter drugs, there are a number of other commodities that can affect a person's skill level and performance. These commodities, many of which are volatile substances, are not drugs per se, but are abused. Most commonly referred to as inhalants, these commodities can be easily found around the house or place of work since they are common household products such as glue, gasoline, paint thinner, and cleaners, to name a few. The fumes from these commodities are inhaled causing drowsiness, lightheadedness, numbness, and a "rush" or "high." The use of inhalants can lead to irritability, violence, and unpredictable behavior. The high lasts for a few minutes before it dissipates. Inhalants are very dangerous because they attack every vital organ including the brain, lungs, liver, and kidneys. Oxygen to the brain can be cut off resulting in death, severe brain damage, or heart failure. Abuse or misuse of these items by MTS employees is strictly forbidden and will result in termination of employment. When present in the workplace, use of such commodities is limited to the manufacturer's intended uses.

Points to Remember for Px & OTC drugs

-  Everyone is an individual and medicines react differently with each person.
-  Talk to your doctor about the effects and side effects of your medicines. Tell him what other medicines you are already taking. Tell him what your job responsibilities are and ask if it is

safe for you to perform work aboard a passenger and cargo transportation vessel while taking this medicine. Ask if it is safe for you to drive as well.

- ✎ Ask questions; your doctor or pharmacist is available to help you.
- ✎ Read labels and insert sheets that come with most medicines.
- ✎ Don't ever take medicines without knowing exactly what it is treating.
- ✎ Look for interactions that can occur when you are taking more than one medication. Ask your doctor or a pharmacist how the medications will interact.
- ✎ Take the right dose at the right time by the right method of administration.
- ✎ Never take someone else's medicine.
- ✎ The above listed drug categories and names are incomplete. It is your responsibility to know what you are taking and its side effects.
- ✎ Tell your doctor if you have any allergic reactions to medicines.
- ✎ In your possession, keep your prescription bottle or the receipt with your name on it, the drug's name, and the dosage. Follow the same principles for over-the-counter medications.
- ✎ Tranquilizers, barbiturates, narcotics, and hypnotics are not to be used by any crew member onboard an MTS vessel, or when reporting to work, to crew change or to training programs and meetings.
- ✎ Use of medical marijuana by MTS employees is forbidden at all times.
- ✎ While onboard an MTS vessel, you should only take prescription and over-the-counter medications that you know do not result in an unsafe side effect for you.

Ultimately, you are responsible for ensuring your safety and the safety of your co-workers and customers. Taking medication while performing your duties can impair your ability to meet this obligation.

Accept responsibility for your own medical treatment!

Searches

Entry to MTS property, vehicles, buildings, and vessels, including MTS controlled parking areas, is deemed to be consent to an inspection of person, vehicle and all personal effects at any time, including while entering or leaving the property, vehicle, building, or vessel. Employees who refuse to cooperate with search procedures will be terminated from employment. Others who refuse to cooperate with search procedures will be ejected from and denied access to MTS property, vehicles, buildings, and vessels.

Illegal Drug or Alcohol Offenses

Failure to report arrests and convictions under criminal drug or alcohol statutes will result in termination of employment. Convictions involving dangerous drugs will result in termination of employment. Convictions involving alcohol will be evaluated on a case by case basis and may result in suspension of duties without pay or termination. Arrests will be evaluated on a case by case basis and may result in suspension of duties without pay or termination.

Rehabilitation Programs

Employees are required to notify the Personnel Manager when entering alcohol or drug rehabilitation programs and will be subject to rehabilitative testing upon return to duty. Notification must be made by the employee prior to violating any provision of this policy and prior to being told to report for chemical testing. MTS does not pay any rehabilitation expenses. Employees interested in drug and/or alcohol rehabilitation and treatment should contact an entity trained in such assistance. Below is an incomplete listing of such entities:

National

National Council on Alcoholism
1-800-527-5344

National Institute on Drug Abuse Hotline
1-800-662-HELP

Regional

Life Management Center of Northwest Florida
Panama City, FL
(850) 769-9481

Twelve Oaks; Navarre, FL
1-800-622-1255

Chemical Addictions Recovery Effect, Inc.
Springfield, FL
(850) 872-7676

Friary, A Service of Lakeview Center, Inc.
Gulf Breeze, FL
1-800-332-2271