



BRADDOCK METALLURGICAL, INC.

Drug Free Workplace Policy

Braddock Metallurgical, Inc. is committed to providing a safe work environment and to foster the well-being and health of its employees. That commitment is jeopardized when any Braddock Metallurgical, Inc. employee illegally uses drugs on the job; comes to work under the influence; possesses, distributes or sells drugs in the workplace; or abuses alcohol on the job. Therefore, Braddock Metallurgical, Inc. has established the following policy:

- **It is a violation of company policy for any employee to use, possess, sell, trade, offer sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.**
- **It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.**
- **It is a violation of company policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)**
- **Violations of this policy are subject to disciplinary action up to and including termination.**

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help.

Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a substance abuse problem to seek help. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Braddock Metallurgical, Inc.

George Gieger, President