

**ASci CORPORATION DRUG-FREE WORKPLACE
POLICY AND DRUG-FREE AWARENESS PROGRAM**

I, _____, have read, understood, and accepted the ASci Corporation Drug-Free Workplace Policy and Drug-Free Awareness Program.

Signature: _____

Date: _____

ASci CORPORATION DRUG-FREE WORKPLACE POLICY AND DRUG-FREE AWARENESS PROGRAM

I. Policy

ASci Corporation has a vital interest in maintaining a safe healthful and productive work environment for its employees and in protecting the firm's property, equipment and operations. In furtherance of these objectives, and in accordance with the Drug-Free Workplace Act of 1988, it is ASci's policy to maintain a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possessing or use of a controlled substance by any employee is strictly prohibited. Further, the abuse, or use for other than the intended purpose for which they are prescribed of legal drugs, to the extent that the employee's performance or reliability is affected, is prohibited. This policy applies to all locations, workplace areas and operating elements of ASci Corporation.

Violations of this policy will subject the violating employee to actions specified below, up to and including possible termination of employment.

II. Definitions

- A. "Controlled substance", as used in this policy, means a controlled substance as listed in Schedules I through V of Section 202 of the Controlled Substances Act (22 U.S.C. §812), and as further defined at 21 Code of Federal Regulations §§308.11-1308.15. Those substances include certain kinds of opiates, opium derivatives, hallucinogens, depressants and stimulants.
- B. "Legal drug" includes prescribed drugs and over-the-counter drugs that have been legally obtained to be used for the purpose and in the manner for which they were prescribed or manufactured.
- C. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.
- D. "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

III. Conditions of Employment

The following requirements are conditions of employment, or continuing employment as the case may be, by ASci.

- A. Each employee will abide by this policy.
- B. Each employee shall notify ASci of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- C. Each employee receiving a criminal drug statute conviction or otherwise violating this policy shall agree, if requested by ASci to do so, and as a condition of employment or continuing employment, to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- D. Regardless of an employee's agreement to participate in a drug abuse assistance or rehabilitation program, violation of the ASci Corporation Drug Policy may result in disciplinary action, up to and including termination of employment.

IV. Implementation

- A. Within four (4) working days after receiving notice from an employee, as described in Paragraph II.B. of this Policy, the employee's supervisor shall ensure that Rehan Haque at the McLean ASci office is notified of such conviction.
- B. For employees assigned part-time or full-time to performance of a contract or a subcontract with or for the U.S. Government, within ten (10) days after ASci receives either notice from an employee, as described in Paragraph III.B. of this Policy, or actual notice of such an employee's conviction, ASci shall as required by law notify the Contracting Officer.
- C. Within thirty (30) days after receiving notice from an employee as described in paragraph III.B. of this Policy, ASci shall as required by law:
 - (1) take appropriate personnel action against the employee, up to an including termination, or, at ASci's discretion,

- (2) require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- D. All violations of this Policy will be reviewed by the appropriate manager to ensure that any proposed disciplinary action is reviewed by the McLean office before being taken to:
 - (1) ensure that the disciplinary action fits the violations and
 - (2) determine the need for legal review.
- E. An employee's decision to seek assistance with respect to drug abuse, dependency or rehabilitation will not be used by itself as a basis for disciplinary action where facts indicating a violation of this Policy are obtained independently of or in addition to the employee's request for assistance.
- F. Any deviation from this Policy must be approved by the chief executive officer of ASci, who is responsible for implementing this Policy with appropriate instructions.

V. Disclaimer and Supersession

- A. No provisions of this or any other corporate policy shall be construed as an employment agreement. Employment at ASci Corporation can be terminated at any time with or without cause either by the employee or ASci Corporation.
- B. This Drug-Free Workplace Policy and Drug-Free Awareness Program dated August 1, 1990, supersedes and replaced in full any prior versions.

VI. Confidentiality of Information

- A. Employee information obtained in pursuit of this Policy will be available only to those persons having a legitimate need for such information in performance of their duties or in connection with referrals for counseling, treatment or rehabilitation.
- B. Medical records pertaining to drug use are confidential and access will be limited to the same extent as to any other confidential medical record.

VII. Dangers of Drug Abuse in the Workplace

Substance abuse is a serious and complex, but treatable, condition/disease. Drug use is not just a personal issue - it is a problem that affects workplace safety, productivity, absentee rates, theft, and morale. ASci is committed to addressing the problems associated with substance abuse in order to ensure the safety of this working environment, its employees and customers, and the public, as well as to provide employees with references to necessary treatment and rehabilitation assistance.

A. Cost of Substance Abuse

The National Institute on Drug Abuse estimates that one in every 5 workers from the ages of 18 - 25 and one in every 8 workers from the ages of 26 - 34, uses drugs on the job.

The frequent stereotype image that we have of the alcoholic or drug abuser as a strung-out, deadbeat, skid row bum, unfortunately blinds us all too often to a drug or alcohol problem than an otherwise competent coworker may have. Not all people with a substance problem fits the stereotypes. For example, a serious cocaine user is typically:

- well educated (14 years of education)
- employed (77%)
- well paid (37% earn more than \$25,000/year)
- engaged in illegal activities to support the drug habit (56%)

According to the Public Health Service, drug abuse cost the United States economy at least \$60 billion in 1983, or nearly 30% more than the \$47 billion estimated for 1980. Such a loss, which encompasses lost productivity, absenteeism, turn-over, increased health benefit utilization, accidents, losses stemming from impaired judgement and creativity, and greatly increased medical and benefit costs, significantly raises a company's operational cost. It also jeopardizes the company's ability to provide every employee with adequate wages and fringe benefits.

The toll exacted by substance abuse and the use of drugs in the workplace is a high one not just for the user and his coworkers, but also for his family. A non-alcoholic member of an alcoholic family uses an average of time times as much sick leave as the member of a family without a problem, according to the U.S. Department of Labor. A study of Blue Cross and Blue Shield of Pennsylvania indicated that both the substance abuser and their family members showed increased rates of hospital utilization as compared to other Blue Cross subscribers. Alcohol abuse results in hospitalization more than any other drug, while cocaine abuse was second.

Finally, you should be aware that the toxicity of some drugs such as cocaine, especially in crack form, and many "designer drugs" - is much greater than that of alcohol in doses generally taken. Those drugs can also lead to much more rapid and severe physical and physiological consequences, according to the Public Health Service. While it may often take 20 years for severe physical side effects to emerge from alcohol abuse, it may only take 6 to 12 months for crack cocaine.

B. What to Watch For and How to Help

What can you do? First of all, be aware when a problem has developed. No one wants to admit that his or her coworker or the person he or she has hired has a substance abuse problem. Changes in behavior may be written off, or not recorded, because no one wants to confront the problem. But when we make excuses for a coworker's drowsiness or watering eyes, those excuses may just hide the more serious problem.

Indications that a worker may be having problems with drugs include increases in accidents, increased claim of sickness benefits, increases in tardiness and/or absenteeism, theft and property losses, failure to meet job requirements, and breaches of security.

If coworkers or supervisors ignore such indicators, we may be closing our eyes to the problem and actually enabling workers who are harmfully involved in alcohol or other drugs to continue their involvement. That behavior continues the risk to them and to their coworkers.

If you see a problem with substance abuse at the workplace, don't ignore it. Drug and alcohol problems do not get better if left alone - they get worse. Consult information referenced in the next section of this Policy in order to learn more about drugs and alcohol, and how they harm individual in workplaces. Failing to admit the possibility that alcohol or other drug abuse exists at a work-site could be a missed opportunity to get help for your coworker or friend.

VII. Resources for Help

The following list is provided for obtaining additional information about drug dependence, abuse, health effects and prevention and treatment:

Reference booklets on file and/or displayed at ASci offices

The American Council for Drug Education - (301) 294-0 600
204 Monroe Street
Rockville, MD 20850

National Clearinghouse for Drug Abuse Information
The National Institute on Drug Abuse (NIDA) - 1-800-662-HELP
Room 10A56 Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

Alcoholics Anonymous Word Services, Inc. - (212) 686-1100
Box 459
Grand Central Station
New York, NY 10163

NOTE: Consult your telephone book for local numbers to call for information about AA meetings in your area.

Narcotics Anonymous World Services Office, Inc.
P. O. Box 622
Sun Valley, CA 91352
(818) 780-3951

NOTE: Consult your telephone book for a listing on NA groups meeting in your area.

Toll Free Information

Al-Anon	1-800-353-9996
American Council on Alcoholism Helpline	1-800-527-5344
Cocaine Hotline	1-800-COCAINE (262-2463)
National Council on Alcoholism	1-800-NCA-HELP
National Institute on Drug Abuse Hotline	1-800-662-HELP
National Institute on Drug Abuse Helpline	1-800-843-4971

CONSULT YOUR TELEPHONE DIRECTORY UNDER ALCOHOLISM AND SUBSTANCE ABUSE TREATMENT FOR A LISTING OF TREATMENT CENTER AND ORGANIZATIONS.

Each employee must receive a copy of this ASci policy statement, confirm that he/she has read and understands it, and sign the front page.