

**FEDERAL AVIATION ADMINISTRATION (FAA)
ANTI-DRUG AND ALCOHOL MISUSE PREVENTION PLAN**

LUFTHANSA TECHNIK PUERTO RICO

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ANTI-DRUG AND ALCOHOL MISUSE PREVENTION PLAN (IN ACCORDANCE WITH 14 CFR PART 120)

I. STATEMENT OF PREVENTION PLAN

A. *General Provisions*

Lufthansa Technik Puerto Rico (hereafter “the Company”), recognizes that the use and/or abuse of controlled substances and alcohol by employees in safety-sensitive positions presents a serious threat to the safety and health of the individual employee, his/her co-workers, the general public and the aviation transportation industry. It is therefore the policy of the Company that its employees should be free of the effects of the use of controlled substances and alcohol.

In order to further our goal of obtaining a drug-free workplace, and to be compliant with Federal Aviation Administration (FAA) regulation 14 CFR Part 120 and with the Law 59 of August 8, 1997 of Puerto Rico, the Company has implemented an Anti-Drug and Alcohol Misuse Prevention Plan which we believe will help reduce the potential for drug/alcohol related accidents, workplace injuries, property damages, and productivity losses. Further, the Company’s Plan will facilitate deterrence and detection of prohibited drug and alcohol use by safety-sensitive employees.

The Plan includes a comprehensive drug and alcohol testing program developed in compliance with existing Federal regulations and in a manner that ensures accurate and reliable test results, and incorporates procedures designed to recognize and respect the dignity and privacy of all our employees. **The bold and underlined text represents actions or policy based on the employer’s independent authority and are not mandated by Federal Regulations.** We recognize that our employees are our most valuable resource and we want to assist any employee who may have a problem with chemical dependency or alcoholism. We therefore have available information and access to appropriate substance abuse and/or employee assistance programs designed to help those individuals who want and need help.

II. QUALIFICATIONS FOR EMPLOYMENT AND PROHIBITED CONDUCT

A. *Qualification for Safety-sensitive Positions*

As part of qualification for safety-sensitive positions, the Company will require a negative drug test result on an FAA-mandated drug test. In addition, each applicant or employee applying for a safety-sensitive position will be required to sign a release form providing the name and contact information for all employers for whom they worked within the past two years. The Company will contact all previous employers listed on the form, provide the assigned release and request information on any violations of DOT drug and alcohol testing regulations. If DOT drug and alcohol violations are reported by previous employers, the applicant/employee will not be qualified for the FAA-mandated safety-sensitive position until he/she provides documentation of an evaluation by a qualified Substance Abuse Professional, has tested negative on a return to duty test, and has completed or will continue in the required follow-up testing program. **If such documentation is not provided by the applicant / employee, he / she will not qualify for a safety-sensitive position at Lufthansa Technik Puerto Rico.**

B. *Prohibited Conduct*

Engaging in drug and alcohol related conduct identified below is a violation of FAA regulations. Company policy and Federal Aviation Administration regulations prohibit any person from performing safety-sensitive functions as specified in Section III of this Plan:

1. Within four (4) hours (8 hrs. for flight crew) after the consumption of any alcoholic beverage;
2. While consuming alcohol;
3. While using any controlled substance that affects the person's functioning in any way that may affect personal, co-worker, or public safety;
4. While having a breath alcohol concentration of .04 or greater;
5. While having a prohibited drug as defined in this Plan in his/her system;
6. If that person has failed or refused any drug or alcohol test required under this Plan;

Other alcohol-related conduct. No covered employee tested under this Plan who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be permitted to perform safety-sensitive functions, until:

- (i) The employee's alcohol concentration measures less than 0.02; or
- (ii) The start of the employee's next regularly scheduled duty period, but not less than 8 hours following administration of the test.

Under 49 CFR Part 40, refusal to test, refused to submit to testing, and refused to test includes the following:

- (1) Failure to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer;
- (2) Failure to remain at the testing site until the testing process is complete; Provided, that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- (3) Failure to provide a urine, saliva or breath specimen for any test required; Provided, that an employee who does not provide a specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of your provision of a specimen;
- (5) Failure to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- (6) Failure or declining to take an additional drug test the employer or collector has directed you to take;
- (7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
- (8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) Failure to sign the certification at Step 2 of the Alcohol Testing Form (ATF);
- (10) For an observed urine collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (11) Possess or wear a prosthetic or other device that could be used to interfere with the collection

process.

(12) Admit to the collector or MRO that you adulterated or substituted the specimen.

(13) Provide a urine specimen for a drug test that the MRO determines is adulterated or substituted.

C. Disqualification

The above prohibited conduct governs an employee's qualification to perform any safety-sensitive functions covered by this Plan. Under these rules, any employee found to be in violation of this Plan will not be qualified to perform any of the functions specified in Section III C. Therefore, any employee who tests positive for a controlled substance or has an alcohol concentration of 0.04 or greater on a breath alcohol test, or who refuses to submit to any drug or alcohol test required under this Plan will be disqualified from performing any FAA-covered safety-sensitive functions until such time that the employee has met the return to duty requirements specified in 49 CFR Part 40, Subpart O. Any employee who holds an airman medical certificate issued under Part 67 and who engages in conduct prohibited by 14 CFR Part 120 must have the approval of the Federal Air Surgeon prior to return to safety-sensitive duties.

Any individual determined to have two positive drug tests or two positive alcohol tests on tests conducted under FAA requirements, is permanently precluded from performing for an employer the safety-sensitive duties the employee performed prior to the second positive test. Any employee who engages in prohibited drug or alcohol use during the performance of a safety-sensitive function (on-duty use) is permanently disqualified from performing that safety-sensitive function for any employer.

In addition to any disqualification under this Plan, the employee is also subject to discipline, up to and including discharge, for any conduct in violation of this Plan or 14 CFR Part 120, as described in Section VIII, Discipline.

III. SUBSTANCES TESTED AND INDIVIDUALS SUBJECT TO TESTING

A. Controlled Substances

Prohibited drugs as defined by FAA regulation include: marijuana, cocaine, opiates/opioids, amphetamines and phencyclidine. Any drug test required under this program will use an individual's urine to test for the presence of the following prohibited controlled substances or metabolites of the same.

1. Marijuana
2. Cocaine
3. Opiates/Opioids (Including morphine, codeine, heroin(6AM), hydrocodone, hydromorphone, oxycodone, oxymorphone)
4. Amphetamines (Including, amphetamine, methamphetamine, MDMA, MDA)
5. Phencyclidine

The Company, under its own authority, reserves the right to test employees for other substances than these and to use other types of samples.

B. Alcohol

Alcohol tests conducted under this program will use an individual's saliva or breath specimen to test for the alcohol concentration present in the specimen. Alcohol tests will only be conducted just before, during or just after the individual is performing safety-sensitive functions.

C. *Safety-Sensitive Functions*

The provisions of this Program will apply to any individual (employee or contractor) who performs any of the following safety-sensitive or security-related functions.

1. Flight crew member duties
2. Flight attendant duties
3. Flight instruction duties
4. Ground security coordinator duties
5. Aircraft dispatcher duties
6. Aircraft maintenance or preventive maintenance duties
7. Aviation screening duties
8. Operations Control specialist duties

IV. TESTS REQUIRED

A. *Pre-employment*

Any person applying for or transferred to a position that requires the performance of any covered functions will be required to have a verified negative drug test result before being hired into or transferred/assigned to an FAA-mandated safety-sensitive position for the Company. Any individual who refuses to submit to or tests positive on any drug test required by this part will be disqualified from further consideration for a safety-sensitive position with the Company. If the FAA-mandated pre-employment drug test was administered more than 180 days prior to the individual being hired or transferred/assigned to a safety-sensitive position, another drug test will be required.

B. *Reasonable Cause/Suspicion*

Whenever the Company reasonably suspects that an employee performing a covered function is using a prohibited drug or has used alcohol in violation of this Plan, it will require the employee to undergo a drug and/or alcohol test. At least two (2) supervisors or company officials, one of whom received training in the detection of the possible symptoms of drug and alcohol use, will substantiate and concur in a decision to test an employee who is reasonably suspected of engaging in prohibited drug use. In the case of suspected alcohol misuse, only one trained supervisor is required to make the determination to conduct an alcohol test. The decision to test an employee must be based upon a reasonable and articulable belief that he/she has engaged in prohibited drug or alcohol use on the basis of specific, contemporaneous physical, behavioral, or performance indicators of probable drug or alcohol use.

In any reasonable cause/suspicion circumstance, the Designated Employer Representative will make arrangements for an on-site collection procedure. If on-site collection cannot be arranged, a Company representative will accompany the individual to an appropriate collection location, he/she will await the completion of the collection procedure. Upon completion of the reasonable cause/suspicion testing, a Company representative will arrange for the employee to be transported to his/her domicile. Failure to cooperate with the Company's reasonable testing procedures will result in disciplinary actions, up to and including termination of employment.

C. *Post-Accident*

Any employee who performs a covered function will be required to submit to drug and alcohol testing if that employee's performance either contributed to or cannot be completely discounted as a contributing factor to an FAA-defined accident. *Accident* means an occurrence associated with the operation of an aircraft which takes place between the time any individual boards the

aircraft with the intention of flight and all such individuals have disembarked, and in which any individual suffers death or serious injury, or in which the aircraft receives substantial damage.

The employee will be tested as soon as possible, but not later than 8 hours after the accident for the alcohol test, and 32 hours after the accident for the drug test. Every effort should be made to conduct the alcohol test within 2 hours after the accident, and any delay must be documented. Any decision not to administer a test under these circumstances must be based on a determination, using the best information available at the time of the accident that the employee's performance could not have contributed to the accident.

D. *Random*

The Company will randomly select employees performing covered functions to submit to unannounced drug and alcohol testing. Covered employees will be randomly selected to submit to unannounced drug and alcohol tests **using a computer-based, random number generator that is matched with an employee's social security, payroll identification number or other identifier.**

Random drug and alcohol testing will be reasonably spread throughout a 12-month period to maintain an annualized testing rate equal to or greater than the FAA established random testing rates. The random selection process will be completely objective and anonymous and **conducted by the Company's independent third-party administrator (TPA).** Appropriate safeguards will be in place to ensure that the identity of the individual selected cannot be determined prior to or at the time of the selection and all covered employees will have an equal chance of being selected. Prior selection for a random test will not exempt a covered employee from future tests and any employee who has been randomly selected in the past will still be subject to testing if his/her name is again selected at any time in the future. Employees may be selected for both drug and alcohol tests, for a drug test only, for an alcohol test only. The annual percentages may be changed based on requirements of the FAA.

Once an employee is notified of his/her selection for a random test, the employee shall proceed immediately to the collection/testing site. If the employee is performing safety-sensitive functions at the time of his/her notification, the employee shall cease the performance of safety-sensitive functions and report to the collection/testing site as soon as practical. **A selected employee may be notified and be required to report for random drug testing at any time; if the employee is off-duty when notified, he/she shall be compensated for all time spent in completing the drug test.**

Random alcohol testing shall be performed only just before, during or immediately after an employee is performing safety-sensitive functions.

E. *Return To Duty Testing*

Prior to returning to duty to perform a covered function after failing or refusing to submit to a drug or alcohol test required under this Plan, an employee must have a negative drug and/or alcohol test. A Return to Duty alcohol test is required if the violation was alcohol misuse; a drug test is required if the violation was drug use. The substance abuse professional may recommend return to duty testing for both alcohol and drugs based on the follow-up evaluation conducted on the employee. Return to duty testing will also be required for any employee who is hired to perform a covered function after failing or refusing to submit to a required drug or alcohol test for another employer, if he/she has not been previously subject to return to duty testing. A return to duty drug test must be collected using direct observation procedures.

F. *Follow-Up Testing*

Upon returning to safety-sensitive duties, following a drug or alcohol violation, an employee shall be subject to unannounced follow-up tests. The number and frequency of such testing shall be determined by the SAP, but shall consist of at least 6 tests in the first 12 months following the employee's return to duty. Follow-up testing may extend to 60 months after the date the employee returned to safety-sensitive duty. The SAP may direct that an employee undergo both drug and alcohol follow-up testing. Follow-up testing requirements apply to an employee hired by the Company who had a violation of the DOT drug or alcohol rules while working for another employer, provided that the employee has not completed the required minimum follow-up tests while in a safety-sensitive position. All follow-up drug tests must be conducted using direct observation collection procedures.

An employee may be notified and be required to report for follow-up testing at any time; if the employee is off-duty when notified, he/she shall be compensated for all time spent in completing the drug and/or alcohol test.

V. SPECIMEN COLLECTION PROCEDURES

A. *Urine Specimen Collection*

Any person required to undergo a drug test must provide a urine sample at a designated collection site. Urine specimen collection procedures will be in accordance with 49 CFR Part 40. A Federal Urine Custody and Control Form (CCF) will be completed at the time of the specimen collection and signed by both the specimen donor and the collector. The Company shall designate collection sites and qualified collection personnel to conduct the urine specimen collection. The employee will be required to comply with the collector's instructions as detailed in 49 CFR Part 40 and as printed on the back page of the CCF.

The employee will ordinarily provide his/her urine specimen in the privacy of a toilet enclosure with a closed door. However, the following circumstances will require the employee/applicant to provide a specimen with direct observation by a same sex collector:

1. The collector determines that the specimen may be adulterated or substituted (i.e., temperature out-of-range, unusual color or odor).
2. The collector observes behavior or conduct indicating an attempt to adulterate or substitute specimen (i.e., adulterant products in the donor's pockets).
3. A previous test was canceled by the MRO because it was an invalid test and there was no medical explanation for the specimen unsuitability.
4. A previous positive or adulterated/substituted test result was canceled by the MRO because the split specimen was unavailable for testing upon the donor's request.
5. A previous drug test was determined to be very dilute with a creatinine value of 2-5.
6. The test is a return to duty or follow-up drug test.

If an applicant/employee is unable to provide an adequate urine specimen (at least 45 mL in a single void, to be subdivided for a split specimen), he/she must remain at the collection site under the supervision of the collector until successful. The applicant/employee will be provided up to 40oz of fluids and up to 3 hours to provide the required specimen volume. If after 3 hours, the applicant/employee is still not able to provide a sufficient specimen, the collection is discontinued and the Company representative is contacted. The Company will direct the applicant/employee to undergo, within 5 days, a medical examination by a physician designated by the Company. If the sample is being collected from an employee in need of medical attention (e.g., as part of post-accident test given in an emergency medical facility), necessary medical attention shall not be delayed in order to collect the specimen.

B. *Alcohol Test Specimen Collection*

Any person required to submit to an alcohol test must provide a saliva or breath specimen for analysis. Alcohol testing will take place at a testing site designated by the Company. In a post-accident or reasonable cause circumstances, the breath alcohol test may be conducted at the accident/incident location. All alcohol testing will be conducted by a qualified Screening Test Technician or Breath Alcohol Technician using alcohol testing devices approved by the National Highway Traffic Safety Administration (NHTSA). The specimen will be obtained and tested in accordance with the 49 CFR Part 40 Alcohol Testing Procedures.

If an individual is unable to provide a sufficient breath specimen after two attempts, the technician should obtain a saliva specimen. If a saliva testing device is not available or if it is a confirmation test for which a breath specimen is required, the technician will discontinue the testing process and contact the Company representative. The Company will direct the employee to undergo, within 5 days, a medical examination by a physician designated by the Company.

VI. TESTING METHODOLOGY

A. *Drug Testing Laboratory Analysis*

All urine specimens will be analyzed by a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA), an agency of the Department of Health and Human Services (DHHS). Specimens will be handled, analyzed and results reported in accordance with the testing procedures in 49 CFR Part 40. All specimens confirmed at the laboratory as positive, adulterated or substituted will be retained in long term frozen storage by the laboratory for at least one year, or longer upon written request from the employee, employer, MRO, or DOT agency. Likewise the laboratory shall retain the split specimen of a positive, adulterated, or substituted specimen for at least one year (regardless or whether the split was analyzed for reconfirmation).

B. *Alcohol Testing Methodology*

Alcohol testing will be conducted using the procedures and methods outlined in 49 CFR Part 40. The initial test will be conducted using a breath or saliva testing device approved by NHTSA. If the result on the initial test is ≥ 0.02 , a breath test will be conducted after a 15-minute wait using a NHTSA approved Evidential Breath Testing (EBT) device. If the confirmation test result is ≤ 0.02 , the test is negative. If the confirmation result is different than the initial test result, the confirmation test is the final result.

C. *Reporting of Test Results*

The laboratory will report drug test results to the Company's Medical Review Officer (MRO). Prior to reporting test results to the Company, the Medical Review Officer shall verify all results in accordance with CFR Part 40 Procedures. **The Company does not have a "stand-down waiver", and thus test results will not be released to the Company until the MRO has completed the verification process.**

The Alcohol Test Technician will report alcohol test results to the Company via telephone, facsimile, or written copy. The BAT must immediately report any confirmation result of ≥ 0.02 alcohol concentration to the Company. Any initial or confirmation test of < 0.02 alcohol concentration is a negative result.

VII. TEST RESULTS

A. *Medical Review Officer Process*

All drug test results will be reported by the laboratory to the Company's designated MRO. The MRO is a licensed physician with knowledge of substance abuse disorders and successful completion of the qualification training requirements of 49 CFR Part 40, who will explore possible alternative medical explanations for any non-negative test results. Prior to making a final verification decision on a non-negative test result, the MRO will conduct an interview with the individual.

If the Medical Review Officer determines that an acceptable medical explanation, consistent with Part 40 requirements, exists, the MRO will report the test as negative (legal drug use), or canceled (medical explanation for adulteration, substitution or invalid specimen). **If the MRO determines that medical information, including medications disclosed by the individual during the interview presents a significant safety risk or may be medically disqualifying for the position, the MRO will report a safety concern to the Company, after allowing up to five days for the employee's personal physician to contact the MRO and discuss the impact of the medical information on the employee's ability to perform his/her FAA-covered duties. When the MRO reports a safety-concern to the Employer, the applicant/employee will be required to: 1) provide fitness for duty documentation from his/her personal physician, and/or; 2) undergo a fitness for duty evaluation by a physician designated by the Company.**

DOT and FAA regulations do not authorize the use of Schedule I drugs, including marijuana, for any reason. Therefore, Medical Review Officers (MROs) will not verify a drug test as negative based upon learning that the employee used "medical marijuana" based on a physician's recommendation in a state or jurisdiction that has passed "medical marijuana" initiatives. Nor will the use of marijuana in a state or jurisdiction that has "legalized marijuana use for recreational purposes" be accepted as a legitimate acceptable explanation for a positive drug test. Marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the DOT's drug testing regulations to use marijuana.

Any employee under the influence of "medical marijuana or cannabis" will be removed from performing safety-sensitive duties and cannot return to the performance of safety-sensitive duties until the employee has been evaluated by a Substance Abuse Professional (SAP) and successfully completed the return-to-duty process outlined in 49 CFR Part 40, Subpart O.

For a verified positive or refusal to test (adulterated or substituted) finding, the employee/applicant has the right to request reconfirmation analysis of the split specimen at a second DHHS certified laboratory. Split specimen analytical procedures will be conducted in accordance with DOT and DHHS protocols. The employee/applicant must make his/her request for reconfirmation to the MRO within 72 hours of notification of the verified test result. The employee/applicant will not be permitted to perform safety-sensitive functions pending the outcome of the split specimen analysis.

In some circumstances, the MRO may require the employee to undergo a medical examination as part of the verification process. If the employee refuses to comply with the MRO's direction to undergo a medical examination by a physician acceptable to the MRO, it is considered a refusal to test.

As part of the test result verification process, the MRO must ask the employee/applicant if he/she holds a Part 67 medical certificate. If so, the MRO must report a verified positive, adulterated or substituted test result to the Federal Air Surgeon.

B. *Drug Test Results Reporting*

The MRO will report all test results to the designated Company representative(s), DER(s). Test results will be reported as negative, negative-dilute, positive (drugs detected), refusal to test, or canceled. A canceled test may require recollection of a specimen from the donor in order to satisfy a regulatory requirement. **If the MRO reports a negative-dilute result, the Company reserves the right to require the employee/applicant to provide another specimen.** If the result of the second test is also negative-dilute, the Company will accept the result as a negative test. An employee is entitled to a copy of his/her verified test result. The Company shall notify the FAA Office of Aerospace Medicine, within 2 days, of refusals to submit to testing of any employee who holds a Part 61, 63 or 65 certificate.

C. *Alcohol Test Results Reporting*

Alcohol test results will be reported by the Alcohol Test Technician to the Designated Employer Representative (DER). Copies of the Alcohol Test Form (ATF), with the result recorded thereon will be provided to the DER by the alcohol test technician. The Company shall notify the FAA Office of Aerospace Medicine, as appropriate.

VIII. CONSEQUENCES OF ENGAGING IN PROHIBITED CONDUCT AND DISCIPLINARY ACTIONS

A. *Removal from Duty*

Any employee who engages in prohibited conduct as defined in Section II of this Plan will be immediately removed from safety-sensitive duties. In addition, the employee will be subject to disciplinary actions as described below.

Any employee whose alcohol test result has an alcohol concentration of 0.02—0.039 shall be temporarily removed from duty for at least eight hours, or until the start of his./her next duty period, whichever is longer. In addition, the employee will be subject to disciplinary actions as described below.

The Company shall not permit any employee who has engaged in prohibited alcohol and/or drug conduct to return to safety sensitive functions until the employee has met the return to duty requirements of 49 CFR Part 40, Subpart O. These requirements include:

1. Initial evaluation by a Substance Abuse Professional (SAP) acceptable to the Company, and who meets the qualification standards of Part 40, Subpart O, to determine what assistance/treatment the individual needs for resolving problems associated with alcohol and/or drug abuse.
2. Follow-up evaluation by the SAP to determine compliance with the treatment/rehabilitation recommended by the SAP.
3. A negative result on the return to duty alcohol and/or drug test; and
4. Establishment of a follow-up testing program based on the SAP's recommendations.

B. *Referral to a Substance Abuse Professional*

Any employee who has engaged in prohibited conduct shall be provided with the name, address and contact information of qualified Substance Abuse Professionals (SAP). **Substance Abuse Professional information and referral will be provided by the Company's Employee Assistance Program, Third Party Administrator, or Human Resources Department. The employee is responsible for all arrangements for the SAP evaluation, including all associated costs. The employee will have 48 hours to coordinate an appointment with a SAP and must provide evidence to the employer.**

C. Disciplinary Actions

Any employee who engages in prohibited conduct as described in this Plan shall be subject to all terms and conditions established in the SUBSTANCE ABUSE POLICY FOR DOT/FAA DRUG AND ALCOHOL TESTING, up to and including termination of employment with the Company.

Any employee whose alcohol test result is an alcohol concentration of 0.02-0.039 shall be suspended without pay for at least eight hours after the test is completed, or until the start of the next scheduled duty period, whichever is longer. Any employee who has a second alcohol test result of 0.02-0.039 alcohol concentration shall be subject to disciplinary action up to and including termination of employment with the Company.

The possession and /or use of "synthetic urine", masking agents, or any other substances or items to alter and manipulate drugs tests results is strictly prohibited by the Company on its premises, including the parking lot, security checkpoint and all areas inside the Company.

Any employee who engages in this conduct will be terminated.

The Company reserves the right to conduct searches on its property to ensure compliance with the above.

IX. EMPLOYEE ASSISTANCE AND REHABILITATION

A. Education

All covered employees and supervisors will be required to undergo drug awareness training of at least one 60 minute session that includes education on the effects and consequences of drug abuse on personal health, safety, and the work environment, and the manifestations and behavioral clues that may indicate drug use. The Company will also provide employees with information about available community resources, employee assistance programs, and appropriate treatment, rehabilitation and assistance providers.

B. Supervisory Training

In addition to the training outlined above, any supervisory personnel responsible for determining whether a reasonable suspicion drug and/or alcohol test will be conducted, must complete a 60 minute training session on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use, and a 60 minute training session on the indicators of probable alcohol misuse. As required by FAA regulation, supervisory personnel are required to participate in recurrent training.

C. Employee Assistance Program

In addition to the education and training programs described above, if the employee is a participant of a health insurance plan and it offers this service, the Employee Assistance Program will provide information and referral for qualified Substance Abuse Professionals to assist employees in resolving problems associated with alcohol and drug abuse.

Employees are encouraged to voluntarily seek assistance from the EAP for any problems related to alcohol and/or drug abuse. Employees who voluntarily come forward for assistance with alcohol and/or drug abuse problems will ordinarily be afforded the opportunity to take a medical leave of absence in order to participate in an appropriate rehabilitation program.

D. Employee on duty travel

An employee who is on extended duty travel will be notified and required to report for drug testing immediately upon his/her return to the work location.

X. DISCLOSURE OF INFORMATION, RECORDKEEPING, AND REPORTING

A. Disclosure and Release of Information

The Company will maintain all records generated under this Plan in a secure manner so that disclosure to unauthorized persons does not occur. Records will be retained as required in 14 CFR Part 120. The results of any tests administered under this Plan and/or any other information generated pursuant to this Plan will not be disclosed or released to anyone without the express written consent of the employee, except where otherwise required or authorized by DOT regulations. In addition, the Company's contracts with its designated service agents require them to maintain all employee test records in confidence.

However, the laboratory or the Company may disclose information required to be maintained under this Plan to the employee, the employer or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or drug test administered under this Plan, or from the employer's determination that the employee engaged in conduct prohibited by this Plan (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.)

B. Access to Records

Upon written request by any covered employee, the Company will promptly (within 10 days of the employee's written request) provide copies of any records pertaining to the employee's use of alcohol or drugs, including any records pertaining to his or her alcohol or drug tests. The Company will also permit access to alcohol or drug testing documents generated in complying with FAA requirements to the DOT, FAA or its designated oversight agency, or the National Transportation Safety Board as part of an accident investigation, when requested.

LTPR employees can have access to the *LTPR FAA Anti-Drug and Alcohol Misuse Prevention Plan* at the following link: <http://www.lht-puertorico.com/policies>

APPENDIX A

INFORMATION CONCERNING ALCOHOL

Effects of Alcohol Misuse on an Individual's Health, Work, and Personal Life:

- Alcohol is a central nervous system depressant. Taken in large quantities it causes not only the euphoria associated with “being drunk” but also adversely affects your judgment, your ability to think, and your motor functions. Drink enough alcohol fast enough and it can kill you.
- Long term overuse of alcohol can cause liver damage, heart problems, sexual dysfunction, and other serious medical problems.
- In some cases, alcohol use can lead to physical and psychological dependence on alcohol. Alcoholism is a serious chronic disease. Left untreated it will inevitably get worse.
- Workers who use alcohol (and/or other drugs) affect everyone. Studies show that compared to alcohol and drug-free workers, substance abusers are far less productive, miss more workdays, are more likely to injure themselves or someone else, and file more workers compensation claims.
- The measurable dollar costs of workplace substance abuse from absenteeism, overtime pay, tardiness, sick leave, insurance claims, and workers compensation can be substantial. However, the hidden costs resulting from diverted supervisory and managerial time, friction among workers, damage to equipment, and damage to the company's public image mean that workplace substance abuse can further cut profits and competitiveness.
- Alcohol can also destroy relationships, lead to serious problems with the law (e.g., drunk driving), and even cause harm to the people you love.
- If drinking affects your work life, it could lead to job loss and all of the financial problems that would follow.

Signs and Symptoms of an Alcohol Problem

- Any one or more of the following signs may indicate a drinking problem:
 1. Family or social problems caused by drinking.
 2. Job or financial difficulties related to drinking.
 3. Loss of consistent ability to control drinking.
 4. “Blackouts” or the inability to remember what happened while drinking.
 5. Distressing physical and/or psychological reactions if you try to stop drinking.
 6. A need to drink increasing amounts of alcohol to get the desired effect.
 7. Marked changes in behavior or personality when drinking.
 8. Getting drunk frequently.
 9. Injuring yourself-someone else-while intoxicated.
 10. Breaking the law while intoxicated.
 11. Starting the day with a drink.

Available Method of Evaluating and Resolving Problems Associated with the Misuse of Alcohol

- Outpatient programs exist in a variety of settings:
 1. Community mental health centers.
 2. Family service agencies.
 3. Private physicians' and therapists' offices.
 4. Occupational settings

5. Specialized alcoholism treatment facilities.

- Inpatient services designed for those with more serious alcohol problems can be found in hospitals, residential care facilities, community halfway houses, and some alcoholism clinics.
- Your local phone directory will list helpful referral organizations such as:
 1. Local council on alcoholism.
 2. Alcoholics Anonymous.
 3. Community alcoholism or mental health clinic.
 4. Social services or human resources department.
 5. County medical society.

Intervening when an Alcohol Problem is suspected, (Including confrontation, referral to any available Employee Assistance Program), and/or referral to Management):

Why You Should Get Involved:

- Although Lufthansa Technik Puerto Rico may have a below average history of substance abuse problems, we recognize that alcoholism and alcohol misuse are problems throughout America.
- There are three good reasons why you should be concerned if any of your coworkers is using drugs or alcohol on the job:
 1. Your and your coworkers' health and safety may be at risk.
 2. Alcohol misuse costs you money.
 3. Alcohol creates a negative work environment.
- The U.S. Department of Labor has determined that drug and alcohol use on the job costs society an estimated \$102 billion a year. Since most of the costs is passed on to you in the form of higher health insurance rates or in the prices you pay for things, drug and alcohol use on the job costs you and your fellow workers.
- The U.S. Department of Labor has also determined that absenteeism among problem drinkers or alcoholics is 3.8 to 8.3 times greater than normal. If your fellow workers don't come to work, you may have to do their jobs in addition to your own.
- Workers who misuse alcohol don't function at their full potential. Not only is absenteeism a problem, when they are at work these employees may have reduced capabilities and productivity. Since our product is the safe transportation of the public, alcohol misuse is an especially serious issue.
- No matter what your position is in the organization, there are things that you can do to ensure that drug and alcohol use on the job never becomes a problem at Lufthansa Technik Puerto Rico. Acceptance of any misuse puts you, this company, and the public at risk.