 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 1 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

POLICY STATEMENT:

It is the policy of AAR Corp. and its affiliated subsidiary companies (“AAR”) to provide a workplace that is free from the use and effects of drug and alcohol use and abuse. The use of illegal drugs and alcohol misuse by employees is inconsistent with the longstanding commitment of AAR to a safe and productive work environment. AAR is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that drug and alcohol use and abuse pose a significant threat to our goals. We are all responsible for running a safe operation and maintaining a safe and healthy workplace and compliance with this policy is a critical part of this important culture.


AAR's Drug and Alcohol Testing Policies consist of two parts:

- The Department of Transportation (DOT)/Federal Aviation Administration (FAA) Anti-Drug and Alcohol Policy applies only to FAA covered employees and applicants.
- The Company Drug and Alcohol Policy applies to all AAR employees, both DOT and NONDOT. See that separate policy for more information regarding drug and alcohol testing.

AAR complies with the Drug and Alcohol Testing Regulations of the DOT (49 CFR § 40) and the FAA (14 CFR § 120).

- ***Please note that the Company's disciplinary policy as it relates to alcohol misuse and drug abuse is not governed by DOT or FAA regulations. AAR determines discipline and enforces its policy as outlined in the Company Drug and Alcohol Policy.***

For more information about DOT and FAA requirements or our Company Drug and Alcohol Policy, contact your local HR Representative or AAR’s Designated Employer Representative (DER). For more information relating to the FAA and DOT program requirements, visit their websites.


 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 2 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

SCOPE: Per 14 CFR §120.105 and §120.215, all employees performing any of the following safety-sensitive functions are subject to the DOT/FAA Drug and Alcohol Testing Program:

- Flight crewmember
- Flight attendant
- Flight instruction
- Aircraft dispatch
- Aircraft maintenance/preventive maintenance
- Ground Security Coordinator
- Aviation screening duties
- Air traffic control duties
- Operations control specialist duties

For purposes of AAR DOT Policy, covered employees include employees who perform, or in the judgement of their supervisors, may at some time be called to perform, any of the following functions with respect to any aircraft certificated under 14 CFR § 119 and authorized to conduct operations under 14 CFR § 121 or § 135. Also included are all operators as defined in 14 CFR § 91.147.

- Maintenance
 - Inspection, overhaul, repair, preservation, or replacement of parts.
- Preventative Maintenance
 - Simple or minor preservation operations or replacement of small standard parts not involving complex assembly operations.
- Receiving Inspection
 - Any inspection duties associated with the receipt of parts, products, materials, articles, etc., including, without limitation, the opening of packages and review of paperwork or analysis of the condition of parts.
- Miscellaneous
 - Any other function described in 14 CFR § 120.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 3 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		


Occasional Duties are those when an employee may at some time be called upon to perform a function. Supervisors will consider reasonably foreseeable emergency conditions, including strikes or labor stoppages, weather emergencies, and other manpower shortages.

POLICY:

Employees must report to work fit for duty and free of any adverse effects of illegal drugs and/or alcohol. Whenever employees are working, operating Company vehicles or equipment, present on Company premises, on a business trip, or present in any other location performing services or a job function for the Company, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, distributing, dispensing or transferring illegal drugs.
- Being under the influence of illegal drugs.
- Being under the influence of alcohol
- Consuming alcohol in any form while on duty
- Possessing alcohol for consumption while on duty

Violation of this policy may result in the employee being removed from service and/or the workplace, required to undergo testing, referred to an Employee Assistance Program (EAP) or Substance Abuse Professional (SAP), and/or subject to appropriate disciplinary action up to and including termination of employment.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 4 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

POLICY

DETAILS:

A. ILLEGAL OR PROHIBITED DRUGS

Employees performing a safety-sensitive function will be tested for evidence of the following drugs or metabolites of these drugs during each test type covered below as required by 49 CFR § 40.82:

- Amphetamines
 - Includes Methamphetamine and MDMA
- Cocaine metabolites
- Marijuana (THC) metabolites
- Opioids
 - Includes Codeine, Morphine, Heroin, Hydrocodone, Hydromorphone, Oxycodone and Oxymorphone
- Phencyclidine (PCP)


Note: Although some states have enacted laws decriminalizing marijuana use, federal law continues to categorize marijuana as a Schedule 1 drug under the Controlled Substances Act and prohibits its use and possession. The DOT/FAA Drug and Alcohol Policy and DOT Regulations apply regardless of any state law permitting the use of marijuana (or other drugs) outside of work.

B. ZERO TOLERANCE POLICY

AAR determines discipline and enforces its policy as outlined in the Company Drug and Alcohol Policy.

Any employee who tests positive for prohibited drugs or alcohol (at or above 0.020) or refuses to test will be subject to disciplinary action, up to and including termination.

The Company will not hire or rehire any individual who was lawfully terminated based on a positive or refused drug or alcohol test for any employer in the past (including AAR).

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 5 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

C. CONSEQUENCES FOR DRUG VIOLATIONS

Consequences of using drugs while performing safety-sensitive functions


- Any covered employee who has engaged in prohibited drug use during the performance of a safety sensitive function will be immediately removed from performing safety-sensitive functions, subject to disciplinary actions including termination, and is permanently precluded from performing safety-sensitive functions for any FAA regulated employer.

Consequences of a verified positive drug test


- Any covered employee who receives a verified positive drug test result on a FAA required test will be immediately removed from safety-sensitive duties and subject to disciplinary actions up to and including termination.
 - An employee who has a positive FAA drug test cannot return to the performance of safety-sensitive functions until and unless he or she successfully completes the Return to Duty process outlined in 49 CFR § 40, Subpart O.
- AAR must ensure that the Medical Review Officer (MRO) reports to the FAA within two working days any employee who holds an airman medical certificate issued under 14 CFR § 67 and has a verified positive drug result on a FAA/DOT test.
- Any covered employee who receives a second verified positive drug test on a FAA required test will be immediately removed from performing safety-sensitive functions, subject to disciplinary actions up to and including termination, and is permanently prohibited from performing safety-sensitive functions for any FAA regulated employer.

Consequences of refusing to submit to a required drug test

- DOT/FAA safety-sensitive employees may not refuse to submit to a Post-Accident, Random, Reasonable Suspicion/Cause, Return to Duty or Follow Up test.
- Under current DOT Regulations, a refusal to take a drug test can include any of the following:


 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 6 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- Fail to appear for any test (except a Pre-Employment test) within a reasonable time, as determined by the company, consistent with applicable DOT agency regulations, after being directed to do so by the company.
- Failure to remain at the test site until the process is complete (Provided that an employee who leaves the collection site before the testing process commences (see § 40.63(c) or § 40.72(d)(3), as applicable) for a pre-employment test is not deemed to have refused to test).
- Failure to provide a urine specimen when required.
- Failure to permit a directly observed or monitored collection.
- Declining to take a second test when directed.
- Failure to provide sufficient urine after three hours without any legitimate medical explanation as deemed by the Medical Review Officer.
- Failure to undergo a medical evaluation.
- Failure to cooperate with any part of the testing process.
- Any covered employee who refuses to submit to a required drug test or who receives a verified adulterated or substituted drug test result will be immediately removed from performing safety sensitive functions and subject to disciplinary actions up to and including termination.
- Any covered employee who refuses to submit to a required drug test or who receives a verified adulterated or substituted drug test result may not return to the performance of safety-sensitive duties until and unless he or she successfully completes the Return to Duty process outlined in 49 CFR § 40, Subpart O.
- In addition, any employee who holds an airman certificate under 14 CFR § 61 (pilots, flight instructors and ground instructors), 14 CFR § 63 (flight crew members other than those covered in 14 CFR § 61, flight engineers and flight navigators), or 14 CFR § 65 (airmen including aircraft dispatchers, mechanics and repairman) and who has refused to submit to a FAA required drug test will be reported to the FAA.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 7 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

D. DRUG TESTING PROCEDURES

- Except for medical emergencies, the employee must proceed directly to the company authorized testing facility to test as scheduled and without delay for any reason.
 - Testing will not be delayed awaiting a third party, such as a union representative. Failure to proceed directly and without delay to the testing facility may be deemed a Refusal to Test and treated accordingly.
- Strict chain-of-custody procedures will be followed during the collection, transportation and laboratory testing of the specimen. The employee will be required to participate in certain portions of these procedures.
- The employee or applicant must remain at the collection site until a specimen is collected and the collection process is complete.
- An employee or applicant will be required to produce a specimen under direct observation only when
 - the first specimen temperature is out of range,
 - the collector has reason to believe that the employee/applicant has brought in something to adulterate/substitute for the specimen prior to the collection beginning,
 - the collector has reason to believe the specimen contains an adulterant,
 - when directed by the MRO or DER,
 - for all Return to Duty & Follow Up Drug tests
- Direct observation collection procedures are as follows:
 - Direct observation collections will be conducted by same gender observers.
 - The donor will be required to raise his or her shirt, blouse or dress, as appropriate, above the waist; and lower clothing and underpants to show, by turning in a circle, that he or she does not have a prosthetic device.
 - The donor will be allowed to return clothing to its proper place following the determination of the observer that a device is not present.
 - The observer will then be required to observe the flow of urine from the body into the collection cup.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 8 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		


- The specimen will be sent to a Health and Human Services (HHS) certified laboratory for testing.
- If the test results are reported as **Positive** and the employee does not agree with the results, he/she may request that the split specimen from the **original** collection be retested at another HHS certified laboratory. The results of the reconfirmation test will prevail, and no other test or further appeal is permitted.
- If the test results are reported as **Negative – Dilute**, for a Random test, the employee will be sent for another collection within 48 hours or on the next scheduled shift. For all other Negative – Dilute specimens, the test is deemed as a negative test and a retest is not required.
- If the MRO reports a specimen as **Positive – Dilute**, the test will be deemed as a positive test. No additional testing will be administered.

E. **CIRCUMSTANCES REQUIRING DRUG TESTING**

FAA/DOT covered employees are subject to the following Federally Mandated drug tests:

Pre-Employment Drug Testing


- Pre-Employment drug tests are conducted prior to hiring an employee or applicant who will be performing a safety sensitive position for the first time.
 - Employees may not be allowed to transfer from a non-safety sensitive to a safety sensitive function until they complete a DOT Pre-Employment drug test, and a negative test result is received.
- Drug tests should be conducted as soon as practical after a conditional offer is extended. A job offer may be withdrawn unless the individual tests as scheduled or earlier.
- Contractors or other personnel on loan to the Company as contingent workers through an agency may not perform a covered safety-sensitive function for the Company unless:
 - The Company has a contractual relationship with the agency and
 - The Company has verified that the contracted individual is subject to the contractor's FAA approved testing program.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 9 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- AAR will deny or withdraw the offer of employment to an applicant who has a refusal to test or a verified confirmed positive drug test result for a DOT Pre-Employment test.

Post-Accident Drug Testing

- The FAA and National Transportation Safety Board (NTSB) define an accident as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, **AND** in which any person suffers death or serious injury **OR** in which the aircraft receives substantial damage. The NTSB regulations (49 CFR § 830) define “serious injury” and “substantial damage” as follows:
 - **“Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.”
 - **“Substantial damage** means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small, punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.”
- Monetary damage is not a factor in determining what constitutes an "accident."
- If the above requirements are not met, a DOT Post-Accident test cannot be performed.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 10 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		


- A drug screen should be performed as quickly as possible from the time of determination to test
 - If not performed within 8 hours, the determining supervisor/department officials must prepare and maintain on file a record stating why the test was not properly administered.
 - If not performed within 32 hours, the attempts to administer the test must cease and the record must contain the reasons for not administering the test
- *AAR reserves the right to conduct NONDOT testing for DOT/FAA covered employees as set forth in this policy in situations where the accident fails to meet the FAA/DOT Post-Accident testing criteria.*

Random Drug Testing

- Employees performing safety sensitive duties, including all management and administrative employees who may be required to perform these duties, are subject to Random testing for drugs.
- The selection of employees for Random testing shall be made by a scientifically valid method. Each covered employee shall have an equal chance of being tested each time selections are made.
- All employees notified that they have been selected for Random drug testing must proceed immediately to the testing site. When an employee is notified of his or her selection while performing a safety sensitive function, he or she must cease performing the function as soon as can be safely terminated and proceed to the testing site as soon as possible.
- Failure to proceed immediately to the testing site may be deemed a Refusal to Test and treated accordingly.

Reasonable Suspicion Drug Testing


- Reasonable Suspicion drug testing occurs when at least two supervisors, at least one of whom is trained in detecting the indicators of drug use, both substantiate and concur in the decision that reasonable cause exists to test an employee.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 11 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- The decision to test must be based on a reasonable and articulable belief that an employee is using a prohibited drug based on specific contemporaneous physical, behavioral or performance indicators of probable drug use.
- Indications that reasonable cause to test exists include but are not limited to the following:
 - Use or possession of drugs
 - Slurred speech
 - Unsteady standing or walking
 - Unsafe actions
 - Inability or difficulty doing routine tasks
 - Disorientation or confusion
 - Erratic or unusual behavior
- The drug screen should be performed as quickly as possible from the time of determination to test
 - If not performed within 8 hours, the determining supervisor/department officials must prepare and maintain on file a record stating why the test was not properly administered.
 - If not performed within 32 hours, the attempts to administer the test must cease and the record must contain the reasons for not administering the test.

Return to Duty Drug Testing


- Any employee who refuses to submit to a required drug test or who received a verified positive drug test result must undergo a DOT Return to Duty drug test and receive a verified negative drug test result prior to returning to the performance of any DOT covered safety-sensitive duties.
 - The test cannot occur until after the SAP determines that the employee has successfully complied with the prescribed education and/or treatment as outlined in 49 CFR § 40, Subpart O.
- If an employer decides to permit the employee to return to safety-sensitive functions, they must ensure that the employee takes a Return to Duty drug test.
- The Return to Duty drug test can only be authorized by the DER at the employer and only upon receiving the final SAP evaluation.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 12 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- The Return to Duty drug test must be collected under direct observation collection procedures.

Follow Up Drug Testing

- Any employee who returns to a safety-sensitive position following a refusal to test or a verified confirmed positive drug test result will be subject to unannounced Follow Up testing for up to 60 months following their return to safety-sensitive duties as outlined in 49 CFR § 40, Subpart O.
- If an employer chooses to return the employee to safety-sensitive functions, they are responsible for completing the number, type (drug and/or alcohol) and frequency of the Follow Up tests determined by the SAP.
- The requirements of the SAP Follow Up testing plan ‘follow the employee’ to subsequent employers or through breaks in service until the plan is complete.
- All Follow Up drug tests must be collected under direct observation collection procedures.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 13 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

F. CONSEQUENCES FOR ALCOHOL VIOLATIONS

Alcohol and Alcohol Use

- Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- Alcohol use is defined as the consumption of any beverage, mixture or preparation, including any medication (prescribed or over the counter, intentional or unintentional), containing alcohol.

Alcohol Concentration

- Covered employees may not report for duty or remain on duty in a position requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.040 or greater.

Pre-Duty Use


- Employees may not perform flight crewmember or flight attendant duties within eight hours after consuming alcohol.
- Employees may not perform flight instruction, aircraft dispatcher, aircraft maintenance or preventive maintenance or ground security coordinator duties, within four hours after consuming alcohol.

On-Duty Use

- Covered employees may not consume alcohol in any form while performing safety-sensitive functions.
- This prohibition also applies to covered employees who are at work and immediately available to perform safety-sensitive functions.

Use After an Accident

- Covered employees with knowledge of an accident involving an aircraft for which they performed a safety-sensitive function at or near the time

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 14 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

of the accident may not use alcohol for eight hours after the accident unless they have been given a Post-Accident test or AAR has determined that their performance could not have contributed to the accident.


Consequences for covered employees found to have an alcohol concentration of 0.020 or greater but less than 0.040.

This is not a DOT/FAA reportable violation and therefore the SAP Referral is not required. However, please note that the Company's disciplinary policy as it relates to alcohol misuse and drug abuse is not governed by DOT or FAA regulations. AAR determines discipline and enforces its policy as outlined in the Company Drug and Alcohol Policy.

- Under current DOT/FAA Regulations, safety-sensitive employees found to have an alcohol concentration of 0.020 or greater but less than 0.040 (stage 1 or 'twilight') will be immediately removed from performing safety sensitive functions until the start of his or her next regularly scheduled duty period, if it occurs at least eight hours following administration of the test or until the employee is retested with a result below 0.020.
- A retest prior to his or her next regularly scheduled duty period will be at the discretion of the DER.
- Except as provided above, no employer shall take any action under this rule against an employee based solely on test results showing an alcohol concentration less than 0.040. This does not prohibit an employer with authority independent of this rule from taking any action otherwise consistent with law.

Consequences of a Positive breath alcohol test (0.040 or greater) or other prohibited conduct

- Covered employees are prohibited from performing safety-sensitive functions if they engaged in prohibited conduct under the FAA rule or another DOT agency's drug and alcohol misuse rule.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 16 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		


- Refusal to submit to a Pre-Employment alcohol test is not a violation of this policy, but a refusal will preclude any person from being hired for a safety-sensitive function, unless he or she completes the SAP and Return to Duty processes.
- Any employee that refuses to submit to an alcohol test will be immediately removed from performing safety-sensitive functions and is subject to disciplinary actions up to and including discharge.
- Any covered employee who holds an airman certificate issued under 14 CFR § 61, 14 CFR § 63 or 14 CFR § 65 and refuses to submit to required Random, Post-Accident, Reasonable Suspicion/Cause, Return to Duty or Follow Up alcohol testing will be reported to the FAA's Drug Abatement Division.

Permanent Prohibition from Service

- If AAR determines that a covered employee violated 14 CFR § 120.19(c) or § 120.37(c), that employee is permanently precluded from performing for an employer the safety-sensitive duties the employee performed before such violation.
- If AAR determines that a covered employee engages in alcohol use that violates another alcohol misuse provision of 14 CFR § 120.19 or § 120.37, and who had previously engaged in alcohol use that violated the provisions of 14 CFR § 120.19 or 14 CFR § 120.37 after becoming subject to such prohibitions, that employee is permanently precluded from performing for an employer the safety-sensitive duties the employee performed before such violation.
- The bar on two-time violators will apply both to individuals who go through rehabilitation and to those who, after evaluation by an SAP, are determined not to need treatment.

Notice to the Federal Air Surgeon


- AAR shall notify the Federal Air Surgeon within 2 working days of any covered employees who holds airman medical certificates issued under 14 CFR § 67 and that has engaged in alcohol use that violated the alcohol misuse provisions of 14 CFR § 120.19 or 14 CFR § 120.37.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 17 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- Covered employees who hold a 14 CFR § 67 airman medical certificate may not perform a safety-sensitive function after a violation unless and until, in addition to the required return to duty steps in 49 CFR § 40, the Federal Air Surgeon has recommended that the employee be permitted to perform such duties.

G. ALCOHOL TESTING PROCEDURES

- Except for medical emergencies, an employee must proceed directly to the company authorized testing facility to test as scheduled and directed without delay.
 - Testing will not be delayed awaiting a third party, such as a union representative. Failure to proceed directly and without delay to the testing facility may be deemed a Refusal to Test and treated accordingly.
- When an employee enters the alcohol testing location, the Breath Alcohol Technician (BAT) or Screening Test Technician (STT) will require the employee to provide positive identification (photo ID or valid identification issued by AAR or other government issued ID). On request, the BAT/STT will provide positive identification to the employee.
- The initial screening test can be performed using an Evidential Breath Testing (EBT) device or an Alcohol Screening Device (ASD). The device utilized must be approved by DOT and listed on the Conforming Products List (CPL).
- All results are documented on the Alcohol Testing Form (ATF) approved by DOT
- The BAT/STT will explain the testing procedures to the employee.
- The BAT/STT will perform the test according to the manufacturer's guidelines and follow the Quality Assurance Plan (QAP) for that device to ensure accuracy of results.
- A screening test result of 0.000 – 0.019 is a negative test, and no further testing is performed.
- A screening test result of 0.020 or higher will require that the technician perform a second confirmation test.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 18 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		


- The BAT will explain that a second confirmation test will be performed after the required 15-minute waiting period has expired.
- During the wait period, the BAT will instruct the employee not to eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during a waiting period before the confirmation test.
- The BAT will also explain that the test will be conducted will end of the waiting period, even if the employee has disregarded the instruction, the BAT will note this in the "Remarks" section of the ATF.
- Any confirmation test must be performed by a BAT using an EBT device approved by DOT and listed on the CPL.
- If a confirmation test is required, the results of the confirmation test will be the results of record, regardless of the initial screening test results.
 - A confirmation test result of 0.000 – 0.019 is a negative test, and no further testing is performed.
 - A confirmation test result of 0.020 – 0.039 is a ‘stage 1’ or ‘twilight’ result.
 - A confirmation test result of 0.040 or greater is a true positive result under current DOT/FAA Regulations.

H. CIRCUMSTANCES REQUIRING ALCOHOL TESTING

FAA/DOT covered employees are subject to the following Federally mandated alcohol tests:

Random Alcohol Testing


- Employees performing safety sensitive duties, including all management and administrative employees who may be required to perform these duties, are subject to Random testing for alcohol.
- The selection of employees for Random testing shall be made by a scientifically valid method. Each covered employee shall have an equal chance of being tested each time selections are made.
- Random tests will be spaced throughout the year and will be unannounced.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 19 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- Random alcohol tests will be conducted just before, during, or after an employee is performing safety-sensitive functions.
- All employees notified that they have been selected for Random alcohol testing must proceed immediately to the testing site. When an employee is notified of his or her selection while performing a safety sensitive function, he or she must cease performing the function as soon as can be safely terminated and proceed to the testing site as soon as possible.
- Failure to proceed immediately to the testing site may be deemed a Refusal to Test and treated accordingly.

Post-Accident Alcohol Testing


- The FAA and National Transportation Safety Board (NTSB) define an accident as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, AND in which any person suffers death or serious injury or in which the aircraft receives substantial damage. The NTSB regulations (49 CFR §830) define “serious injury” and “substantial damage” as follows:
 - “**Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.”
 - “**Substantial damage** means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small, punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.”

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 20 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- Monetary damage is not a factor in determining what constitutes an "accident."
- For Post-Accident alcohol testing, the alcohol test should be performed as quickly as possible from the time of determination to test.
 - If not performed within 2 hours, the determining supervisor/department officials must prepare and maintain on file a record stating why the test was not properly administered.
 - If not performed within 8 hours, the attempts to administer the test must cease and the record must contain the reasons for not administering the test.
- A covered employee who is subject to Post-Accident alcohol testing will remain readily available for testing or may be deemed by AAR to have refused to submit to testing.
- *Post-Accident drug testing may be conducted under the Company policy if an employee's performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident. Refer to the Company Drug and Alcohol Policy for more information.*

Reasonable Suspicion Alcohol Testing


- A covered employee must submit to a DOT Reasonable Suspicion Alcohol test if it is determined that reasonable suspicion exists that he or she violated the alcohol misuse prohibitions.
- This determination must be based on at least one trained supervisor's specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.
- Indications that reasonable cause to test exists include but are not limited to the following:
 - Use or possession of alcohol
 - Slurred speech
 - Unsteady standing or walking
 - Unsafe actions
 - Inability or difficulty doing routine tasks
 - Disorientation or confusion
 - Erratic or unusual behavior

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 21 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- The alcohol test should be performed as quickly as possible from the time of determination to test.
 - If not performed within 2 hours, the determining supervisor/department officials must prepare and maintain on file a record stating why the test was not properly administered.
 - If not performed within 8 hours, the attempts to administer the test must cease and the record must contain the reasons for not administering the test.
- If the alcohol test cannot be administered, the company will not permit any employee who is under the influence of or impaired by alcohol, as shown by behavioral, speech or performance indicators of alcohol misuse, to report for duty or remain on duty requiring the performance of safety-sensitive functions until a test can be administered and the result is below 0.020 or until the commencement of the employee's next duty period if at least eight hours has elapsed.
- As a BAT- or STT-qualified immediate supervisor of a particular employee, you may not act as the STT or BAT when that employee is tested, unless no other STT or BAT is available and DOT agency regulations do not prohibit you from doing so.

Return to Duty Alcohol Testing

- Any employee who refuses to submit to a required alcohol test, who received a verified positive alcohol test result or who engages in prohibited conduct must undergo a DOT Return to Duty alcohol test and receive a verified negative alcohol test result (less than 0.020) prior to returning to the performance of safety-sensitive duties as outlined in 49 CFR § 40, Subpart O.
 - The test cannot occur until after the SAP determines that the employee has successfully complied with the prescribed education and/or treatment.
- If an employer decides to permit the employee to return to safety-sensitive functions, they must ensure that the employee takes a Return to Duty Alcohol test.
- A Return to Duty Alcohol test can only be authorized by the DER at the employer and only upon receiving the final SAP evaluation.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 22 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		


Follow Up Alcohol Testing

- Any employee who returns to a safety-sensitive position following a refusal to test, a verified confirmed positive alcohol test result or who engages in prohibited conduct will be subject to unannounced Follow Up testing for up to 60 months following their return to safety-sensitive duty as outlined in 49 CFR § 40, Subpart O.
- If an employer chooses to return the employee to safety-sensitive functions, they are responsible for completing the number, type (drug and/or alcohol) and frequency of the Follow Up Alcohol tests determined by the SAP.
- The requirements of the SAP Follow Up testing plan ‘follow the employee’ to subsequent employers or through breaks in service until the plan is complete.

I. INFORMATION CONCERNING DRUGS AND ALCOHOL

Effects of Alcohol and/or Drug Misuse on an Individuals Health, Work, and Personal Life

- Co-workers who misuse drugs and/or alcohol affect everyone. Studies show that 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.
- Drug and/or alcohol abuse/misuse can destroy relationships, lead to serious problems with the law, and even cause harm to the people you love.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 23 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

- If substance abuse affects your work life, it could lead to job loss and all the financial problems that would follow.

Drugs


- Drugs are chemicals that affect the body and brain. Different drugs can have different effects. Some effects of drugs include health consequences that are long-lasting and permanent. They can even continue after a person has stopped taking the substance.
- All misused drugs affect the brain. They cause large amounts of dopamine, a neurotransmitter that helps regulate our emotions, motivation and feelings of pleasure, to flood the brain and produce a "high".
- Eventually, drugs can change how the brain works and interfere with a person's ability to make choices, leading to intense cravings and compulsive drug use. Over time, this behavior can turn into substance dependency, or drug addiction.

Signs and Symptoms of a Drug Problem

- Any one or more of the following signs may indicate a drug problem:
 - paranoia
 - aggressiveness
 - hallucinations
 - addiction
 - impaired judgment
 - impulsiveness
 - loss of self-control
 - missed work
 - family or social problems
 - job or financial difficulties
 - breaking the law

Alcohol

- Alcohol is a central nervous system depressant. Taken in large quantities, it causes not only the euphoria associated with "being drunk"


 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 24 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

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.

Signs and Symptoms of an Alcohol Problem

- Any one or more of the following signs may indicate a drinking problem:
 - family or social problems caused by drinking.
 - job or financial difficulties related to drinking.
 - loss of consistent ability to control drinking.
 - "blackouts" or the inability to remember what happened while drinking.
 - distressing physical and/or psychological reactions if you try to stop drinking.
 - a need to drink increasing amounts of alcohol to get the desired effect.
 - marked changes in behavior or personality when drinking.
 - getting drunk frequently.
 - injuring yourself or someone else while intoxicated.
 - breaking the law while intoxicated.
 - starting the day with a drink

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 25 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

J. INTERVENING WHEN A DRUG OR ALCOHOL PROBLEM IS SUSPECTED, INCLUDING CONFRONTATION, REFERRAL PROGRAM, AND/OR REFERRAL TO MANAGEMENT

Why You Should Get Involved

There are three good reasons why you should be concerned if any of your co-workers is using drugs or alcohol on the job:


- You and your co-workers' health and safety may be at risk.
- Alcohol and/or drugs create a negative work environment.
- Co-workers who misuse alcohol and/or drugs don't function at their full potential. Not only is absenteeism a problem, when they are at work these co-workers 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 company, there are things that you can do to ensure that drug and alcohol use on the job never becomes a problem at AAR. Acceptance of any misuse puts you, this company, and the public at risk.

Sources of Help for Resolving a Substance Abuse Problem

Employee Assistance Program (EAP)

- AAR provides an Employee Assistance Program (EAP) which provides confidential assistance for coworkers/family members who may be experiencing a problem with alcohol or drugs. The EAP can help assess the problem and refer to a treatment resource(s) best suited to individual needs.
- If you have any personal problems or questions concerning drug abuse and need to confide in an Employee Assistance Professional (EAP) or Substance Abuse Professional (SAP), you are encouraged to contact your HR Representative.

 POLICY & PROCEDURES MANUAL	Effective Date 10.1.2025	Page 26 of 26	Policy Number
	SECTION HUMAN RESOURCES		
	SUBJECT DOT/FAA DRUG AND ALCOHOL POLICY		

Types of Treatment

Outpatient programs exist in a variety of settings:

- Community mental health centers
- Family service agencies
- Private physicians' and therapist's offices
- Specialized alcoholism and drug treatment facilities

Inpatient services, designed for those with more serious alcohol problems, can be found in:

- Hospitals
- Residential care facilities
- Community halfway houses
- Some alcoholism clinics

Your local phone directory will list helpful referral organizations such as:

- Local council on alcoholism
- Alcoholics Anonymous
- Community alcoholism, drug or mental health clinic
- County medical society