

AAR <i>POLICY & PROCEDURES MANUAL</i>	Effective Date 7/1/90 Rev. 05/04/2018	Page 1 of 12	Policy Number 2.01.001
	SECTION HUMAN RESOURCES		
	SUBJECT DRUG AND ALCOHOL POLICY		

PURPOSE: To amend and restate the existing Company policy and promote a drug-free and alcohol-free workplace and workforce.

SCOPE: This policy applies to all employees of the Company (except as otherwise set forth in an applicable collective bargaining agreement) and all applicants for employment with the Company.

INTENT: It is the intent of this policy and objective of the Company to maintain a workplace and employee workforce free from the influence of drugs and alcohol in order to:

- (i) promote the safety, health and well-being of all employees and other individuals in the workplace;
- (ii) provide safe, reliable aviation products and services that meet the expectations and requirements of our customers, the traveling public and governmental agencies;
- (iii) comply with the Company's own internal standards;
- (iv) comply with all applicable Federal Aviation Administration/Department of Transportation ("FAA/DOT") Regulations regarding drugs and alcohol in the workplace, including but not limited to the DOT testing regulations found at 49 CFR Part 40 and 14 CFR Part 120; and
- (v) comply with all other applicable federal and state laws and regulations, including but not limited to the Drug-Free Workplace Act of 1988 (which requires employers to take certain steps to maintain a drug-free workplace).

POLICY: It is the policy of the Company that the manufacture, possession, presence, distribution, dispensation, storage, sale, purchase or use (including arriving on Company property or worksites while under the influence) of alcohol, any illegal or legal drug by any employee in the workplace (which includes on Company premises, at Company worksites, or wherever located while on duty, a business trip, or otherwise conducting Company business), is prohibited (except as otherwise set forth herein). Violation of this policy may result in the employee being removed from the employee's

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position and/or the workplace, required to undergo testing, referred to the Employee Assistance Program (EAP) or a Substance Abuse Professional (SAP), and/or subject to appropriate disciplinary action, up to and including termination of employment.

As set forth more fully herein, the Company uses pre-employment, reasonable suspicion, post-accident, random, return to duty, and follow-up testing to help administer this policy and comply with applicable laws. The Company strives to ensure accuracy of test results and safeguard employee confidentiality.

In order to comply with applicable federal regulations, certain additional requirements, obligations, and consequences for violations of this policy apply to “Covered Employees” as that term is defined herein. Such additional provisions are discussed herein as well as in: (1) the AAR CORP. EMPLOYEE DRUG-FREE WORKPLACE DRUG TESTING PROGRAM (attached hereto and incorporated herein as Addendum 1) (“Drug Testing Program”) and (2) the AAR CORP. ALCOHOL MISUSE PREVENTION PROGRAM (attached hereto and incorporated herein as Addendum 2) (“AMPP”).

POLICY DETAILS:

A. DEFINITIONS

1. “Illegal drug” means any “controlled substance” as listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined in 21 CFR 1308.11-1308.15, both of which may be amended or superseded from time to time. Illegal drugs also include legal drugs that are obtained, used, or distributed illegally.
2. “Legal drug” means medications prescribed by a physician and over-the-counter medication to the extent the use or abuse of such drug adversely affects an employee’s performance or fitness for duty.
3. “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication (prescribed or over-the-counter, intentional or unintentional), containing alcohol.

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4. “Covered Employee” has the meaning set forth in applicable federal regulations and in the Drug Testing Program and the AMPP.

B. PROHIBITED CONDUCT

1. The manufacture, possession, presence, distribution, dispensation, storage, sale, purchase or use (including arriving on Company property or worksites while under the influence) of alcohol or any illegal or legal drug by any employee in the workplace (which includes on Company premises, at Company worksites, or wherever located while on duty, a business trip, or otherwise conducting Company business) is prohibited. Notwithstanding the foregoing, nothing in this policy prohibits the responsible consumption of alcoholic beverages during business or social functions by: (a) non-Covered Employees; and (b) Covered Employees, so long as such consumption occurs in a manner consistent with the AMPP and applicable federal and state regulations, and does not violate any other provision of this policy. Failing to report to work as scheduled because of being under the influence of, or having used, alcohol or drugs is prohibited.
2. Failing to cooperate with the drug or alcohol testing process is prohibited. Prohibited conduct includes, but is not limited to: failing or refusing to appear for or submit to a test as directed; failing or refusing to sign any authorization form or other documentation required in connection with a test; failing or refusing to provide an adequate specimen/sample for a test without a valid medical condition; failing or refusing to submit to an observed collection when required; submitting or attempting to submit an adulterated or substituted specimen; failing or refusing to remain at the testing site until the testing process is completed; failing or refusing to respond promptly to any inquiry from the Company or medical review officer in connection with a test; knowingly providing any false or incomplete information in connection with the test; or otherwise engaging in any conduct that obstructs the testing process.
3. Refusing to authorize the prompt release of drug and/or alcohol screening results obtained pursuant to this policy to the Company is prohibited.
4. Having a confirmed positive result on any drug or alcohol test under this policy is prohibited.
5. Conviction for violation of any federal, state or local statute regarding drugs or alcohol is prohibited.

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6. Violation by a Covered Employee of applicable FAA/DOT regulations concerning drugs or alcohol is prohibited.
7. Any other violation of this policy is prohibited.

C. CIRCUMSTANCES REQUIRING DRUG AND ALCOHOL TESTING

Note: Any employee or applicant who is subject to a FAA/DOT drug or alcohol test may also be required to take a separate non-FAA/DOT drug or alcohol test at the Company's discretion.

1. Pre-Employment Drug Testing
 - (a) Non-FAA/DOT Pre-Employment Testing: All U.S.-based applicants for hire or re-hire who have received an offer of employment are required to satisfactorily complete a drug test. However, if AAR rehires a temporary non-Covered employee within a period of one year from the date of such applicant's previous drug test with AAR, a pre-employment drug test may not need to be completed (please see the Corporate Drug Program Administrator for details). An applicant who fails a test, attempts to invalidate a test, or refuses to take a test will not be hired and the offer of employment will be rescinded.
 - (b) FAA/DOT Pre-Employment Testing:
 - (i) All Covered Employees are subject to pre-employment drug testing as required by applicable FAA/DOT regulations, as described in the Drug Testing Program.
 - (ii) Contractors or other personnel on loan to the Company as contingent workers through an agency may not perform a covered function (involving "safety-sensitive" services) for the Company unless: (1) the Company has a contractual relationship with the agency; and (2) the Company has verified that the contracted individual is subject to the contractor's FAA-approved drug testing program.
2. Reasonable Suspicion Drug and Alcohol Testing
 - (a) Non-FAA/DOT Reasonable Suspicion Testing: Reasonable Suspicion testing of all employees will be warranted when an employee appears to be under the

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influence of drugs and/or alcohol at work, and/or if management has a good faith belief that an employee's health or ability to perform work might be impaired by drugs and/or alcohol. Factors that could establish reasonable suspicion include, but are not limited to:

- Signs of impairment based on observations of the employee's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, or behavior;
- Irrational or unusual behavior; disorientation; personality changes;
- Violation of Company safety policies; negligence or carelessness in operating equipment, machinery or production or manufacturing processes; or disregard for the safety of the employee or others;
- Sudden changes in work performance;
- Discovery or presence of illegal or suspicious substances or materials in an employee's possession or near the employee's workplace;
- Involvement in an accident or near-accident (whether or not injury or property damage has occurred) in conjunction with one or more other factors; and
- Any other information or observation that leads management to believe that an employee's health or ability to perform work might be impaired by drugs and/or alcohol.

Employees awaiting test results may be placed on probationary status and sent home without pay during the time required for a specimen to be evaluated. Employees with negative test results may return to work and will receive any pay withheld during the time required for the specimen to be evaluated.

- (b) **FAA/DOT Reasonable Suspicion Testing:** In addition, all Covered Employees are subject to reasonable suspicion drug and/or alcohol testing as required by applicable FAA/DOT regulations, as described in the Drug Testing Program and the AMPP.

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3. Post-Accident Drug and Alcohol Testing

(a) Non-FAA/DOT Post-Accident Drug Testing:

- (i) Any employee who causes, contributes to, or is involved in a workplace accident will be required to submit to post-accident drug testing if there is a reasonable basis to conclude that drug use could have contributed to the accident and one or more of the following criteria are met:
- The accident results in a fatality.
 - The accident results in substantial property damage.
 - The accident involves a motorized or powered vehicle or lift and occurs during work time, or on Company property, or while in a Company vehicle (including leased or rented vehicles).

The Company, in its sole discretion, shall determine whether one or more of the above criteria is met.

- (ii) Post-accident testing must occur immediately following the accident or as soon as practicable. If an alcohol test is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered within the first two hours of the accident. An employee who is seriously injured and cannot provide a specimen at the time of the accident must provide the necessary authorization for obtaining hospital records and other documents that would indicate whether there were drugs in the employee's system that contributed to the accident.
- (iii) Any employee who is subject to post-accident testing must refrain from consuming any alcohol for eight hours after the accident, unless the employee has taken the post-accident test required by this policy or has been informed by the Company that no post-accident testing will be required.
- (iv) Failure to report an accident and/or refusal to submit to a post-accident test may result in disciplinary action, up to and including termination.

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- (b) FAA/DOT–Post-Accident Testing: In addition, all Covered Employees are subject to post-accident drug and/or alcohol testing as required by applicable FAA/DOT regulations, as described in the Drug Testing Program and AMPP.
- 4. Random Drug and Alcohol Testing: All Covered Employees are subject to random drug and alcohol testing as required by applicable FAA/DOT regulations, as described in the Drug Testing Program and AMPP. Employees who are not Covered Employees will not be subject to random drug and alcohol testing, except as set forth in the EAP provisions, below.
- 5. Return to Duty Testing and Follow-Up Testing: All employees are subject to return to duty drug and alcohol testing and follow-up testing as required by applicable FAA/DOT regulations, as described in the Drug Testing Program and AMPP, and/or as described herein in Section H.

D. DRUG AND ALCOHOL TESTING PROCEDURES

- 1. Non-FAA/DOT drug and alcohol testing:
 - (a) Drug testing:
 - (i) All drug testing is done by a lab chosen by the Company. The Company determines the substances for which testing is done, although typically a five-panel test will be performed. The Company also determines the type of testing that will be performed, although urinalysis is the method that typically will be used. Consent will be obtained and chain of custody procedures will be observed.
 - (ii) If an initial drug test is positive, a confirmation test is performed upon employee request on the same specimen using Gas Chromatography/Mass Spectrometry. No further appeal is permitted.
 - (b) Alcohol testing:
 - (i) The Company can use Breathalyzers or other testing procedures (including a saliva device) to detect alcohol use or possible impairment of employees.
 - (ii) Any alcohol concentration of .02 or greater is considered a positive result on an alcohol test.

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(c) Both drug and alcohol testing:

- (i) Non-FAA/DOT testing is not governed by FAA/DOT regulations. FAA/DOT tests and testing forms will not be used for such testing. Samples collected for non-FAA/DOT tests will be used only for non-FAA/DOT tests. Non-FAA/DOT tests may test for more drugs than DOT tests.
- (ii) All reasonable efforts will be taken to ensure that test results are kept confidential and shared only with Company representatives who have a need-to-know. Test results may also be disclosed to others with the individual's consent, in connection with legal proceedings, or to government agencies as required or permitted by law.
- (iii) Employees awaiting test results may be placed on probationary status and sent home without pay during the time required for the specimen to be evaluated. Employees with negative test results can return to work and will receive any pay withheld during the time required for the specimen to be evaluated.

2. FAA/DOT drug and alcohol testing: All testing undertaken pursuant to FAA/DOT regulations will be conducted in accordance with the testing procedures set forth in applicable FAA/DOT regulations, the Drug Testing Program, and the AMPP. Any exceptions must be approved by the Corporate Director of Human Resources. FAA/DOT tests and testing forms will be used for such testing. Samples collected for FAA/DOT tests will be used only for FAA/DOT tests.

E. COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

1. All employees working on projects covered by the Drug-Free Workplace Act or other federal or state contracts, laws, or regulations will be given a copy of this policy and required to notify the Company of any conviction for violation of a criminal drug statute in the workplace within five days. In turn, the Company will notify the contracting agency of the employee's conviction for violation of a criminal drug statute in the workplace within ten days. Employees convicted of violating criminal drug statutes in the workplace are removed from the workplace, referred to the EAP, and/or disciplined, up to and including termination.

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2. To protect the safety and health of employees, the Company presents a Drug-Free Awareness Education Program to all supervisors and employees on a periodic basis. This education program presents information on the dangers of drug abuse in the workplace, the availability of counseling and treatment through the Company's EAP, and the penalties for violating this policy.

F. ADDITIONAL REQUIREMENTS

1. Any employee convicted of a violation of a criminal drug statute must notify his/her supervisor or personnel representative within five days of any such conviction.
2. At the request of management, based on suspicions or evidence of a violation of this policy, employees must submit to a personal search and/or search of any personal article or vehicle brought on Company premises or worksites or possessed while on Company business, or a search of items within the employee's work area, except as prohibited by applicable law. Any substance found in an employee's possession that violates this policy may be seized by management. Refusal to submit to a search may result in disciplinary action, up to and including termination. An employee may be required to furnish a physician's name and/or prescription for confirmation of the prescription of a legal substance found in the employee's possession.
3. This policy does not prohibit the lawful and appropriate use of Legal Drugs. However, use of any drug that might make the employee unfit for duty can pose a significant risk to the safety of the employee and others. In addition, misuse of any Legal Drug can pose a significant risk of safety to the employee and others. Accordingly, all employees must report to the Human Resources Department any use of any Legal Drug that might make the employee unfit for duty by impairing physical or mental functioning. The Company can then determine whether to allow the employee to work while taking the drug. This includes but is not limited to use of such drugs and prescription painkillers or over-the-counter cold remedies that may cause drowsiness. This also includes use of synthetic or herbal drugs that have effects similar to Illegal Drugs but are not themselves unlawful. It is the employee's responsibility to determine from the employee's physician whether or not use of the drug might make the employee unfit for duty, and the employee may be required to provide a written medical authorization from a licensed physician approving the employee to work while using the drug. However, the Company is not bound by such authorization and may make its own determination regarding the safety of working while using the drug, with or without obtaining its own medical opinion.

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G. CONSEQUENCES FOR VIOLATING THIS POLICY

1. Any employee who violates this policy may be removed from the employee’s position and/or the workplace, required to undergo testing, referred to the EAP or SAP, and/or subject to appropriate disciplinary action, up to and including termination of employment.
2. Any applicant who violates this policy will be denied employment.
3. Additional consequences are applicable to Covered Employees:
 - (a) Any Covered Employee who is determined to have one verified positive drug test result will be immediately removed from performing safety-sensitive functions.
 - (b) Any Covered Employee who is determined to have two verified positive drug tests after September 19, 1994, then he/she is permanently precluded from performing the safety-sensitive function he/she performed before the second drug test. The bar on two-time violators applies to both persons who have gone through rehabilitation and to those, who, after evaluation, were determined not to need treatment.
 - (c) Any Covered Employee who is determined to have used a prohibited drug while performing a safety-sensitive function after September 19, 1994, is permanently precluded from performing that safety-sensitive function.
 - (d) The Company will report any refusal by a “covered employee” to submit to a required drug test, if such employee holds a certificate issued under Part 61, Part 63, Part 65, or Part 67 of the Federal Aviation Regulation. Notification will be sent to FAA, Drug Abatement Division (AAM-800 Room 806), 800 Independence Avenue SW, Washington DC, 20591 within two working days of such refusal.

H. EMPLOYEE ASSISTANCE PROGRAM

1. Any employee who has a problem with drugs or alcohol is encouraged to seek assistance by contacting Human Resources. Any employee who comes forward and discloses having a drug/alcohol problem and wishes to seek treatment may be given a personal leave of absence of a reasonable length as determined by the Company without pay to enter into an appropriate medically-supervised drug rehabilitation program through the Company’s Employee Assistance Program. However, an employee will not be given an opportunity to

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do so if: the request for rehabilitation comes after an employee has been selected for any drug/alcohol test; the Company has knowledge of the employee's illegal drug use; the employee has a positive test for drugs and/or alcohol while at work; the employee refuses to submit to testing.

2. An employee who has been given the opportunity to go to rehabilitation under the foregoing provision must complete the treatment program recommended by the EAP counselor/provider. Upon completion of the program, the employee may return to work only by passing a non-FAA/DOT return to duty test. In addition, the employee must agree to be subject to follow-up, non-FAA/DOT, unannounced drug and/or alcohol testing for a period of twelve months after returning to work (or longer, depending on the recommendation of the EAP). Any request for periodic, follow-up, non-FAA/DOT alcohol testing will be premised on a reasonable belief, based on objective evidence and an individualized assessment, that the employee will pose a direct threat in the absence of such testing. In addition, and based on an individualized assessment, employees may be required to agree to strict prohibitions regarding further usage of alcohol.
3. Subject to the foregoing, disciplinary action in progress at the time the employee discloses having a drug/alcohol problem and seeks treatment through the EAP will be suspended upon successful completion of rehabilitation and the employee will be permitted to return to work without further disciplinary action; provided however, such incident and violation of policy may be taken into consideration in determining disciplinary action in connection with any subsequent performance deficiency or violation of Company policy.

I. MISCELLANEOUS

1. Certain states have state-specific legal requirements relating to drug and/or alcohol testing. To the extent applicable and to the extent contrary to the provisions herein, such state-specific legal requirements will apply.
2. Subject to applicable law, AAR will make reasonable accommodations with respect to its drug and alcohol policies and procedures for qualified individuals with a disability, to the extent such reasonable accommodations do not create an undue hardship.
3. If any portion of this policy conflicts with any federal, state or local law, the law will supersede that portion of this policy.
4. If any provisions of this policy is voided by action of a proper authority, any remaining provisions shall continue to be in effect.

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5. This policy supplements the Company’s Code of Business Ethics and Conduct and other Company policies. If there is a separate basis for discipline under any other Company policy, even if the basis is associated in some way with drugs or alcohol, the Company may continue to pursue disciplinary action under the other policy regardless of this policy.
6. This policy is not a contract or promise of employment. The Company may amend, withdraw, modify, or add to this or any other Company policy when deemed appropriate or required by law.

AAR CORP.
DOT/FAA Mandated
Drug and Alcohol Testing Policies
Addenda A and B

AAR CORP. complies with the drug and alcohol testing regulations of the Department of Transportation (DOT) (49 CFR part 40) and the Federal Aviation Administration (FAA) (14 CFR part 120). Under AAR CORP.'s Company Policy, based on independent authority (as opposed to a legal mandate), any employee who tests positive on a drug or alcohol test, or refuses to submit to testing will be subject to disciplinary action, including, but not limited to, termination of employment.

Employee Categories Subject To Testing. All persons performing any of the following safety-sensitive functions are subject to the DOT/FAA drug testing program:

- Flight crewmember
- Flight attendant
- Flight instruction
- Aircraft dispatch
- Aircraft maintenance/preventive maintenance
- Ground security coordinator
- Aviation screening
- Air traffic control
- Operations Control Specialist

For purposes of AAR Policy Addenda A and B, the following employees are considered covered ("Covered Employees"): Employees who actually perform, or in the judgment of their supervisors, may at some time be called upon to perform, any of the following functions with respect to any aircraft certificated under 14 CFR part 119 and authorized to conduct operations under Part 121 or 135 of the Federal Aviation Regulations and all operators as defined in 14 CFR 91.147:

Maintenance. Inspection, overhaul, repair, preservation, or replacement of parts; or

Preventive 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, and articles, etc. including, without limitation, the opening of packages and review of paperwork or analysis of the condition of parts.

Miscellaneous. Or any other function described in 14 CFR Part 120.

Occasional Duties. In determining whether an employee may at some time be called upon to perform a function, Supervisors will take into account reasonably foreseeable emergency conditions, including strikes, weather emergencies and other manpower shortages.

For More Information About DOT and FAA Requirements or our Company Policy, contact Erika Castro at (630) 227-2064.

For more information relating to the FAA/DOT program requirements, visit the following Web sites: For FAA: <http://www.faa.gov/go/drugabatement>; For DOT: <http://www.dot.gov/ost/dapc/>

AAR CORP. DOT/FAA MANDATED DRUG TESTING POLICY

Community Service Hotline. If you have any personal problems or questions concerning drug abuse and need to confide in an employee assistance professional, you are encouraged to contact AAR's respective service agent:

American Substance Abuse Professionals
1421 Clarkview Rd, Suite 130
Baltimore, MD 21209
1-888-792-2727

TESTING INFORMATION FOR DOT/FAA DRUG TESTING

Consequences of Using Drugs While Performing Safety-Sensitive Functions

A 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 and is permanently precluded from performing that safety-sensitive function for any FAA-regulated employer.

Consequences of a Verified Positive Drug Test

A Covered Employee who receives one (1) verified positive drug test result on a FAA required test will be immediately removed from safety-sensitive duties and subject to disciplinary action, including, but not limited to, termination of employment. An employee who has a positive FAA drug test cannot return to the performance of safety-sensitive functions until and unless the employee successfully completes the return-to-duty process outlined in 49 CFR Part 40, Subpart O.

A Covered Employee who receives a second verified positive drug test on a FAA required test will be immediately removed from performing safety-sensitive functions and is permanently prohibited from performing that safety-sensitive function for any FAA-regulated employer.

Consequences of Refusing to Submit to a Required Drug Test

A 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 action, including, but not limited to, termination of employment. The employee may not return to the performance of safety-sensitive duties until

and unless the employee successfully completes the return-to-duty process outlined in 49 CFR Part 40, Subpart O.

AAR CORP. must ensure that their Medical Review Officer reports to the FAA within 2 working days any employee who holds an airman medical certificate issued under 14 CFR Part 67 and has a verified positive drug result on a FAA/DOT test. In addition, any employee who holds an airman certificate under 14 CFR Part 61, Part 63, or Part 65 and who has refused to submit to a FAA required drug test will be reported to the FAA.

Performing a safety sensitive function: an employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

ALCOHOL MISUSE PREVENTION PROGRAMS (“AMPP”) for FAA/DOT ALCOHOL TESTING

1. FUNCTIONS AND PERIOD OF THE WORKDAY COVERED BY THE AMPP

- Any employee performing the above listed safety-sensitive functions are subject to alcohol testing and must refrain from consuming **any alcohol** (not just alcoholic beverages) whenever they are performing, ready to perform, or immediately available to perform these functions.
- For example, our aircraft maintenance person is on-call to perform ground aircraft maintenance functions at any time during his/her work day. Even though these functions might not be performed during his/her regular work day, he/she would be subject to testing the entire workday because he/she is immediately able to perform the functions of the aircraft maintenance person.
- Employees will only be tested for alcohol while they are at the worksite. Therefore, an aircraft maintenance person on-call for duty while at home has not violated the regulations if he/she has an alcoholic beverage unless he/she reports for duty within four hours of consuming such alcohol. He/she is not subject to alcohol testing until he/she reports for work. Therefore, if he/she is called to work and has consumed within the four hour timeframe, he/she would have to decline to report until four hours has passed with no alcohol consumption.

2. PROHIBITED CONDUCT

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 0.04 or greater.

Pre-Duty Use:

- Employees may not perform aircraft maintenance or preventive maintenance within four hours after consuming alcohol.
- On-call employees who are not at work, but could be called to perform safety-sensitive functions, are subject to the pre-duty alcohol prohibition (i.e., they would have to decline a call to work if acceptance would result in performing safety-sensitive duties within the four hours).

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 of the accident may not use alcohol for eight hours after the accident unless they have been given a post-accident test, or AAR CORP. has determined that their performance could not have contributed to the accident.
- Per FAA Regulations, accident is defined as an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time that all persons have disembarked, and in which any persons suffers death or serious injury or in which the aircraft receives substantial damage.

Refusal to Submit to Testing:

- Covered Employees may not refuse to submit to post-accident, random, reasonable suspicion, or follow-up alcohol test. AAR CORP. will not permit an employee who refuses to submit to such test to perform or continue to perform safety-sensitive functions. Refusal to submit to a pre-employment test is not a violation of the FAA AMPP rule, but a refusal will preclude any person from performing safety-sensitive functions, unless he or she completes the substance abuse professional (SAP) and return-to-duty processes.

3. CIRCUMSTANCES THAT REQUIRE TESTING

Covered Employees are subject to the following federally mandated alcohol tests:

Pre-Employment:

- All applicants/employees must be subject to testing after a contingent offer of employment is made or the employee is transferred and prior to the first performance of safety-sensitive function.

Post-Accident:

- As soon as practicable after an accident, each Covered Employee must be alcohol tested if that employee's performance either contributed to the accident or cannot be completely discounted as a contributing factor to the accident.
- A Covered Employee who is subject to post accident alcohol testing will remain readily available for testing or may be deemed by AAR CORP. to have refused to submit to testing. Provided, however, that this shall not delay a Covered Employee from obtaining assistance in responding to the accident or from obtaining necessary emergency medical assistance.
- Attempts to conduct post-accident alcohol testing will cease eight hours after the accident, even if no alcohol test has been conducted.

Random:

- Covered Employees will be selected for random alcohol testing through a scientifically valid method. We will use computer-based random number generator to select employees.
- Random tests will be spaced throughout the year and will be unannounced.
- Employees notified of selection for random testing must proceed immediately to the testing site.
- Random tests will be conducted while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

Reasonable Suspicion:

- A Covered Employee must submit to an alcohol test if AAR CORP. has determined that reasonable suspicion exists that the employee has violated the alcohol misuse prohibitions.
- This determination must be based on a trained supervisor's specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.
- Even if an alcohol test cannot be administered, no employee who is under the influence of or impaired by alcohol, as shown by behavioral, speech, or performance indicators of alcohol misuse

should 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 0.02 or until at least eight hours has elapsed.

- Similarly, even if an alcohol test cannot be administered, AAR CORP. 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 0.02 or until at least eight hours has elapsed.
- A supervisor who identifies an employee for a reasonable suspicion test cannot conduct the alcohol test as the breath alcohol technician for that employee.

Return to Duty:

- Before a Covered Employee returns to duty in a safety-sensitive function after engaging in prohibited conduct, he/she will undergo a return to duty test.
- The employee cannot perform a safety-sensitive function until a result indicating an alcohol concentration of less than 0.02 is obtained.

Follow-Up Tests:

- Each covered employee who has been identified by a substance abuse professional (SAP) as needing assistance in resolving a problem with alcohol misuse and who has returned to duty performing a safety-sensitive function will be subject to follow-up testing.
- Follow-up tests will be unannounced.
- The schedule for follow-up alcohol testing is established by the SAP.

Retests:

- If AAR CORP. desires to permit an employee to perform a safety-sensitive function within eight hours following administration of an FAA-mandated alcohol test indicating an alcohol concentration of 0.02 or greater but less than 0.04, AAR CORP. will first retest the employee.
- The employee may return to the safety-sensitive function if the retest result indicates an alcohol concentration of less than 0.02

4. PROCEDURES FOR ALCOHOL TESTING; PROTECTING THE EMPLOYEE AND THE INTEGRITY OF THE BREATH TESTING PROCESS; SAFEGUARDING THE VALIDITY OF THE TEST RESULTS; AND ENSURING THAT THOSE RESULTS ARE ATTRIBUTED TO THE CORRECT EMPLOYEE:

AAR CORP. will be using FirstLab to administer the breath alcohol testing. All tests will use the following procedures:

Preparation for Breath Alcohol Testing:

- Upon entering the alcohol testing location, the breath alcohol technician (BAT) will require the employee to provide positive identification (photo ID or identification by an AAR CORP. representative). On request, the BAT will provide positive identification to the employee. The BAT will explain the testing procedure to the employee.

Screening Tests:

- The BAT will complete step one on the breath alcohol testing form, and the employee will then complete step two on the form, signing the certification. Refusal by the employee to sign this certificate will be regarded as a refusal to take the test.
- An individually sealed mouthpiece will be opened in view of the employee and BAT and attached to the evidential breath testing device (EBT) in accordance with the manufacturer's instructions.
- The BAT will instruct the employee to blow forcefully into the mouthpiece for at least six seconds or until the EBT indicates that an adequate amount of breath has been obtained.
- If the EBT does not have a printer capable of generating a printed result, a sequential test number, the manufacturer's name for the device, the device's serial number, and the time and date of the test; the BAT will show the employee the result displayed on the EBT. The BAT will record the displayed result, test number, testing device, serial number of the testing device, date, time, and quantified result in step three of the form; record the test number, date of test, name of the BAT, location, and quantified test result in a log book. The employee will initial the log book entry.
- If the EBT provides a printed result, but does not print the results directly into the form, the BAT will show the employee the result displayed on the EBT. The BAT will then affix the test result printout to the breath alcohol test form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper-evident tape).
- If the EBT prints the test results directly onto the form, the BAT will show the employee the result displayed on the EBT and on the alcohol test form.
- In any case in which the result of the screening test is a breath alcohol concentration of less than 0.02, the BAT will date the form and sign the certification in step 3 of the form. , If the result is 0.02

or higher, the employee will sign the certification and fill in the date in step four of the form.

- If a test result printed by the EBT does not match the displayed result, the BAT will note the disparity in the remarks section. Both the employee and the BAT will initial or sign the notation. The test is then invalid and AAR CORP. and the employee will be so advised.
- No further testing is authorized. The BAT will transmit the result of less than 0.02 to AAR CORP. in a confidential manner, and AAR CORP. will receive and store the information so as to ensure confidentiality is maintained as required.

Saliva Alcohol Screening Device (ASD):

- The BAT/STT will check the expiration date on the device or on the package containing the device and show it to the employee. A device must not be used after its expiration date.
- The BAT/STT will open an individually wrapped or sealed package containing the device in the presence of the employee.
- The BAT/STT will offer the employee the opportunity to use the device. The BAT/STT will instruct the employee to insert it into his/her mouth and use it in a manner described by the device's manufacturer.
- If the employee chooses not to use the device, or in all cases in which a new test is necessary because the device did not activate, the BAT/STT must insert the device into the employee's mouth and gather saliva in the manner described by the device's manufacturer.
- When the device is removed from the employee's mouth, the BAT/STT must follow the manufacturer's instructions regarding the necessary next steps to ensure that the device has activated.
- The BAT/STT must read the result displayed on the device no sooner than the device's manufacturer instructs. In all cases the result displayed must be read within 15 minutes of the test. The BAT/STT must then show the device and its reading to the employee and enter the result on the alcohol test form (ATF).
- The BAT/STT must note the fact that a saliva alcohol screening device (ASD) was used in Step 3 of the ATF.

Breath Tube Alcohol Screening Device (ASD):

- The BAT/STT will check the expiration date on the detector device and the electronic analyzer or on the package containing the device and the analyzer and show it to the employee. A device or the analyzer must not be used after their expiration date. The BAT/STT must not use an analyzer which is not specifically pre-calibrated for the device being used in the collection.

- The BAT/STT will remove the device from the package and secure an inflation bag onto the appropriate end of the device, as directed by the manufacturer on the device's instructions.
- The BAT/STT will break the tube's ampoule in the presence of the employee.
- The BAT/STT will offer the employee the opportunity to use the device. If the employee chooses to use the device, the BAT/STT will instruct the employee to blow forcefully and steadily into the blowing end of the device until the inflation bag fills with air (approximately 12 seconds).
- If the employee chooses not to hold the device, the Bat/STT must hold it and provide the use instructions.
- Once the employee completes the breath process, the BAT/STT will take the device from the employee, remove the inflation bag, and prepare the device to be read by the analyzer in accordance with the manufacturer's directions.
- After waiting the required amount of time directed by the manufacturer for the detector device to incubate, the BAT/STT must place the device in the analyzer in accordance with the manufacturer's directions. The result must be read from the analyzer no earlier than the required incubation time of the device. In all cases, the result must be read within 15 minutes of the test.
- The BAT/STT must follow the manufacturer's instructions for determining the result of the test. The BAT/STT must show the analyzer result to the employee and record the result on Step 3 of the alcohol test form (ATF).
- The BAT/STT must note the fact that a breath tube device was used in Step 3 of the ATF.

Confirmation Tests:

- If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. If the confirmation test will be conducted by a different BAT, the BAT who conducts the screening test will complete and sign Step 3 of the alcohol test form. The BAT will provide the employee with copy two of the form.
- In the presence of the employee, the BAT will conduct an "air blank" to ensure that the device is working correctly. You must show the reading to the employee. The air blank result must be 0.00. If the reading is greater than 0.00, the BAT will conduct one more air blank. If the reading is greater than 0.00 testing will not proceed using that instrument. However, testing may proceed on another instrument.
- The BAT will instruct the employee not to eat, drink, put any object or substance in his/her mouth, and, to the extent possible not belch during a waiting period before the confirmation test. This time period begins with the completion of the screening test, and will not

be less than fifteen minutes. The BAT will explain to the employee the reason for this requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading) and the fact that it is for the employees benefit. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instructions. If the BAT becomes aware that the employee has disregarded the instruction, the BAT will so note in the “Remarks” section of the form.

- If a BAT other than the one who conducted the screening test is conducting the confirmation test, the new BAT will initiate a new Breath Alcohol Testing form. The BAT will complete step one on the form. The employee will then complete step two on the form, signing the certification. Refusal by the employee to sign this certification will be regarded as a refusal to take the test. The BAT will note in the “Remarks” section of the form that a different BAT conducted the screening test.
- A breath alcohol test is invalid under the following circumstances:
 1. The EBT does not pass its next external calibration check (invalidates all test results of 0.02 or greater on tests conducted since the last valid external calibration test; does not invalidate negative tests).
 2. The breath alcohol technician does not observe the minimum fifteen minute waiting period prior to the confirmation test.
 3. The breath alcohol technician does not perform an air blank of the EBT before a confirmation test, or such an air blank does not result in a reading of 0.00.
 4. The breath alcohol technician does not sign the form.
 5. An EBT fails to print a confirmation test result.
 6. The sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.
- Employee records pertaining to alcohol testing will be maintained in a secure location with controlled access.
- These records will be promptly released to the employee, or a person identified by the employee (including subsequent employers), upon written request of the employee. This release of information will not be contingent upon payment for records other than those specifically requested.
- These records will be released to Department of Transportation agency representatives upon request
- These records must be released to the National Transportation Safety Board when requested as part of an accident investigation.
- These records may be released to a Federal, state, or local safety agency with regulatory authority over the employer or the employee upon request.

5. REQUIREMENTS THAT A COVERED EMPLOYEE SUBMIT TO ALCOHOL TESTS

- The FAA AMPP prohibits certain conduct by, and requires alcohol testing of persons who perform specified safety-sensitive functions. Persons who violate this regulation will be subject to consequences, including removal from safety-sensitive functions.

6. AN EXPLANATION OF WHAT CONSTITUTES A REFUSAL TO SUBMIT TO AN ALCOHOL TEST AND THE ATTENDANT CONSEQUENCES

- As a safety-sensitive employee, you are considered to have refused to take an alcohol test if you:
 1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by AAR CORP, consistent with applicable DOT agency regulations, after being directed to do so by AAR CORP. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a Consortium/Third-Party Administrators (C/TPA) (see 49 CFR Part 40.241(a));
 2. Fail 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 (see 49 CFR Part 40.243(a)) for a pre-employment test is not deemed to have refused to test;
 3. Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; Provided, that an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences (see 49 CFR Part 40.243(a)) for a pre-employment test is not deemed to have refused to test;
 4. Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see 49 CFR Part 40.265 (c));
 5. Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at 49 CFR Part 40.265(c);
 6. Fail to sign the certification at Step 2 of the ATF (see 49 CFR Part 40.241 (g) and 49 CFR Part 40.251(d)); or
 7. Fail to cooperate with any part of the testing process.
- Any covered employee who holds an airman certificate issued under 14 CFR Part 61, Part 63, or Part 65 and refuses to submit to required random, post-accident, reasonable suspicion, or follow-up alcohol testing will be reported to the FAA's Drug Abatement Division.
- The attendant consequences are described in the following section.

7. CONSEQUENCES FOR COVERED EMPLOYEES FOUND TO HAVE VIOLATED THE PROHIBITIONS OF THE AMPP, INCLUDING THE REQUIREMENT THAT THE EMPLOYEE BE REMOVED IMMEDIATELY FROM PERFORMING SAFETY-SENSITIVE FUNCTIONS, AND THE PROCESS IN 49 CFR PART 40, SUBPART O

Immediate Removal From Safety-Sensitive Functions:

- Covered Employees are prohibited from performing safety sensitive functions if they have engaged in prohibited conduct under the FAA rules or another DOT agency's alcohol misuse rules (including refusal to submit to random, reasonable suspicion, post-accident, or follow-up testing). Any employee who has violated the rules of the AMPP will be immediately removed from performing safety-sensitive functions.

Permanent Prohibition From Service:

- If a Covered Employee is determined to have violated the on-duty use of alcohol prohibition, he/she is permanently precluded from performing the safety-sensitive duties he/she performed before such a violation.
- If a Covered Employee is determined to have violated the prohibited alcohol-related conduct provisions, other than on-duty use, two times after the employee becomes subject to the prohibitions, he/she is permanently precluded from performing the safety-sensitive duties he/she performed before such a violation.
- The bar on two-time violators will apply both to persons 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:

- Any Covered Employee who holds an airman medical certificate issued under 14 CFR part 67 and violates the provisions of the rule will be reported to the Federal Air Surgeon.
- No Covered Employee who holds a Part 67 Airman Medical Certificate will perform a safety-sensitive function after a violation unless and until, in addition to other required return to duty steps, the Federal Air Surgeon has recommended that the employee be permitted to perform such duties.

Return to Duty Process and Follow-Up Procedures (49 CFR Part 40, Subpart O):

- As a Covered Employee, when you have violated DOT drug and alcohol regulations, you cannot again perform any DOT safety-sensitive duties for any

employer until and unless you complete the SAP evaluation, referral, and education/treatment process set forth in 49 CFR Part 40, Subpart O and in applicable DOT agency regulations.

- complete the SAP evaluation, referral, and education/treatment process set forth in 49 CFR Part 40, Subpart O and in applicable DOT agency regulations.
- A verified positive DOT drug test result, a DOT alcohol test with a result indicating an alcohol concentration of 0.04 or greater, a refusal to test (including by adulterating or substituting a urine specimen) or any other violation of the prohibition on the use of alcohol or drugs under a DOT agency regulation constitutes a DOT drug and alcohol regulation violation.
- AAR CORP must provide to each employee (including an applicant or new employee) who violates DOT drug and alcohol regulation a listing of SAPs readily available to the employee and acceptable to AAR CORP. The list of SAPs must include names, addresses, and telephone numbers. The employer cannot charge the employee any fee for compiling or providing this list.
- AAR CORP is not required to provide a SAP evaluation or any subsequent recommended education or treatment for an employee who has violated a DOT drug and alcohol regulation. However, if AAR CORP offers that employee an opportunity to return to a DOT safety-sensitive duty following a violation, the employer must, before the employee again performs that duty, ensure that the employee receives an evaluation by a SAP meeting the requirements of 40.281 and that the employee successfully complies with the SAP's evaluation recommendations. Payment for SAP evaluations and services is left for employers and employees to decide and may be governed by existing management-labor agreements and health care benefits.
- A SAP is charged with:
 1. Making a face-to-face clinical assessment and evaluation to determine whether the employee is in need of assistance in resolving problems related to alcohol use;
 2. Referring the employee to an appropriate education and/or treatment program;
 3. Conducting a face-to-face follow-up evaluation to determine if the employee has properly followed the education and/or treatment program; and
 4. Providing the employer with a follow-up drug and/or alcohol testing plan for the employee; and
 5. Providing the employee and employer with recommendations for continuing education and/or treatment.
- If an employer decides to permit the employee to return to the performance of safety-sensitive functions, the employer must ensure that the employee takes a return-to-duty test (RTD).

This test cannot occur until:

1. The employee has been evaluated by a SAP to determine what education and/or treatment the employee needs to resolve problems related to alcohol use. A minimum of education is required;
 2. The employee has successfully complied with the prescribed education and/or treatment;
 3. The employee has been re-evaluated by the SAP to ensure that the employee has properly followed the education and/or treatment program.
- A SAP must establish a written follow-up testing plan for each employee who has committed a DOT drug or alcohol regulation violation and who seeks to resume the performance of safety-sensitive functions. The SAP does not establish this plan until after it is determined that the employee has successfully complied with the education and/or treatment recommendations. The SAP must present a copy of the follow-up testing plan directly to the employer's designated representative. The SAP is the sole determiner of the number and frequency of follow-up tests and whether these tests will be for drugs, alcohol, or both, unless otherwise directed by the appropriate DOT agency regulation. For example, if the employee had a positive drug test, but the SAP evaluation or the treatment program professionals determined that the employee had an alcohol problem as well, the SAP should require that the employee have follow-up tests for both drugs and alcohol. However, the SAP must, at a minimum, direct that the employee be subject to six (6) unannounced follow-up tests in the first 12 months of safety-sensitive duty following the employee's return to safety-sensitive functions. The SAP may require a greater number of follow-up tests during the first 12-month period of safety-sensitive duty. The SAP may also require follow-up tests during the 48 months of safety-sensitive duty following this first 12-month period. The SAP is not to establish the actual dates for the follow-up tests he/she prescribes. The decision on specific dates to test is the employer's. An employer must not impose additional testing requirements (e.g., under company authority) on the employee that go beyond the SAP's follow-up testing plan.

8. CONSEQUENCES FOR HAVING AN ALCOHOL CONCENTRATION OF 0.02 OR GREATER BUT LESS THAN 0.04

If a Covered Employee is found to have an alcohol concentration of 0.02 or greater but less than 0.04, that employee will be immediately removed from performing safety-sensitive functions, until the employee is retested with a result below 0.02, or until the start of the employee's next regularly scheduled duty period, if it occurs at least eight hours following administration of the test.

9. 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 case, 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.

10. INTERVENING WHEN AN ALCOHOL PROBLEM IS SUSPECTED, INCLUDING CONFRONTATION, REFERRAL PROGRAM, AND /OR REFERRAL TO MANAGEMENT:

Why You Should Get Involved:

- Although AAR CORP. has no 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 are using drugs or alcohol on the job:
 1. Your health and safety may be at risk.
 2. Alcohol misuse costs you money.
 3. Alcohol creates a negative work environment.
- The US Department of Labor has determined that drug and alcohol use on the job cost society an estimated \$102 Billion a year. Since most of this cost is passed on to you in the form of higher health care insurance rates or in the prices you pay for things, drug and alcohol use on the job costs you and your fellow workers.
- The US 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 is something you can do to ensure that drug and alcohol use on the job never becomes a problem at AAR CORP. Acceptance of **any** misuse puts you, this company, and the public at risk.