



Nuclear Sonics

**Personnel Policy
Manual**

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About this Policy Manual:

This policy book is intended as a general source of information and may not address every situation that arises during your employment with Nuclear Sonics.

To allow for maximum flexibility and to preserve the ability to meet company needs under changing conditions, NSA may modify, augment, delete or revoke any and all policies, procedures, practices, and statements contained in this manual at any time without notice. Such changes shall be effective immediately upon approval by management unless otherwise stated.

The policies and procedures in this manual are not intended to be contractual commitments by NSA and employees shall not construe them as such. They are intended to be guides to management and merely descriptive of suggested procedures to be followed. No policy is intended as a guarantee of continuity of benefits or rights.

Commitment to Employees

NSA, based on fair and open practices, aims to build an attractive professional environment that promotes both teamwork and team spirit where the enthusiasm and creativity of individuals are expressed in a free exchange and debate of ideas. We will evaluate and reward employees in a fair manner as we seek to create workplaces and a professional culture that are open and transparent.

We will build environments that make full use of employees' skills, placing top priority on developing their capabilities. The president and management staff commit to being available to any employee at any convenient time to discuss any job-related problems the employee may have. We shall serve as an innovative and professional organization, with an emphasis on patient care, teamwork and customer service.

Employees Commitment to the Company

Passion and vitality will be the keywords when interacting with patients. Employees shall act as professionals, each embracing a strong sense of responsibility and mission. Individual employees are encouraged to proactively display their professional qualities in order to fully utilize the Company's organizational strengths. With dignity, pride, and compassion, employees should approach their duties with a sense of enjoyment and creativity.

Equal Opportunity

Equal Opportunity is our policy. It is our policy to select the best-qualified person for each position in the organization.

No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age, veteran status, or physical or mental disability.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

Employment is "At Will"

Employment with NSA is "at will" which means the employee is free to resign at any time for any or no reason, with or without notice or cause. Similarly, NSA may terminate the employment relationship at any time, for any or no reason, with or without notice or cause. We will not terminate anyone for reasons prohibited by law and, where possible or appropriate under the circumstances, try to give advance notice of any performance or work related problems. However, continued employment is not guaranteed or promised and termination may take place without prior notice or reason at any time. The last day worked will be the date of termination for all record keeping purposes.

Employee Orientation

All new employees will be provided with an orientation, which will be held within their first week of employment with the company. The employee orientation goals are to:

- establish good employee-employer communication;
- reduce the anxieties of a new environment and new responsibilities;
- build teamwork spirit;
- inform the employee of the company's achievements;
- provide the employee with information about the company benefit package and to explain the participation eligibility dates for the various plans available;
- assist the employee in leading the assigned job and the skills required for efficient job performance.

Sexual Harassment/Discrimination Policy

NSA is committed to providing a work environment free of harassment and discrimination based on a person's membership in a protected classification. Each employee is expected to support this policy in daily conduct with NSA employees, hospital staff, patients, or anyone.

Sexual harassment or other harassment that is based on race, color, religion, national origin, age, gender, disability, or membership in any other protected classification defined under applicable state, federal or local law, are forms of illegal discrimination. This might include offensive behavior or comments where:

- Putting up with such conduct is a term or condition of employment (e.g., a person's job, or promotion, or raise, etc., may depend on it.).
- Toleration or rejection of this behavior by an individual influences employment decisions affecting him or her (e.g., rejection of such conduct may brand a person as a trouble maker or not a team player.).
- This conduct is meant to, or does, unreasonably interfere with the person's work or creates an intimidating, hostile or offensive work environment (the

person should not have to accept such an environment or atmosphere at work.)

Examples of harassment also include racial epithets, ethnic slurs, and stereotypes.

NSA wants all of its employees to be able to work in an environment free from sexual harassment, which includes:

- Sexual flirtations, touching, advances or propositions; contact with a supervisor or a co-worker that you do not want and to which you have not freely agreed.
- Unwelcome verbal abuse of a sexual nature (degrading comments, propositions, jokes or tricks, etc.)
- The threat or suggestion that your job, advancement, assignment, wages, etc. depend on whether or not you submit to sexual demands or tolerate harassment.
- The display in the work place of sexually suggestive objects or pictures, including nude photographs.

If you believe that you have been subjected to harassment or discrimination, report this immediately to your immediate supervisor or management. Management will give prompt attention and investigate any report of harassment or discrimination, any observed possible harassment, or any suspected harassment.

The person reporting the alleged harassment or discrimination should be informed that once a report has been made, or certain behavior has been observed, the employer has a legal responsibility to investigate and attempt to resolve the issues.

Confidentiality of all involved will be protected as much as possible during an investigation to the extent the investigation is not compromised.

An employee determined to have engaged in harassment or discrimination will be subject to discipline up to and including immediate termination of employment. An employee determined to have knowingly made false statements concerning alleged harassment or discrimination will be subject to discipline up to and including termination of employment.

Anti-Retaliation Policy

Nuclear Sonics is committed to promoting fair treatment to all employees, protecting employee rights and complying with federal, state and local laws. Therefore, retaliation against an employee who makes a Good Faith report regarding actual or potential violations of federal, state or local laws will not be tolerated.

Definitions:

Retaliation - is defined by the EEOC as “an Adverse Action against a Covered Individual because they engaged in a Protected Activity”.

Adverse Action – action taken to try and keep someone from opposing unlawful employment action, participating in investigations of discrimination or filing a complaint. Examples of Adverse Action: termination, demotion, denial of promotion, threats, coercion, intimidation, unjustified negative evaluations, etc.

Covered Individual – people who opposed an unlawful employment action or participated in an investigation.

Good Faith – Honest and without deception

Protected Activity -

- Opposing unlawful employment action - Informing an employer that you reasonably believe they are involved in illegal discrimination.
- Participating in investigations of discrimination
- Filing a complaint
- Serving as a witness in an investigation

If you believe you have been subjected to retaliation, report this immediately to Management. NSA will make every effort to stop retaliation immediately. Individuals who violate this policy, intentionally file a false report or give bogus evidence will be subject to disciplinary action up to and including termination. Furthermore, encouraging others to retaliate is in violation of this policy and those individuals will be subject to disciplinary action up to and including termination.

Confidential Information

Information about a patient must remain confidential by law. Such information regarding a patient may be disclosed to those providing health care services to that patient, but to no one else without a written release.

Certain information about NSA is also confidential and constitutes trade secrets. The law also protects such information and it may not be disclosed to anyone without prior approval of a company officer. These confidential requirements apply while working for NSA and after employment terminates.

Conflicts of Interest

Employees are not to engage in any activity which conflicts with the interests of NSA or engage in any activity, which gives even the appearance of such conflict. Conduct, which creates or supports competition with NSA or damages the reputation of NSA is strictly forbidden and may result in disciplinary action up to and including termination of employment.

Additionally, involvement in outside employment that creates a conflict of interest (e.g. competitor) with either NSA or its clients will be reviewed and may result in dismissal. All drivers must notify NSA of any outside employment to facilitate compliance with DOT hours of service regulations.

No employee of NSA shall engage in the same or a similar line of business or research as that carried on by the company. An employee shall not have a financial interest in a company that is a competitor of or supplier to the company. Violation of this policy will result in immediate dismissal.

Financial interests held by an employee or by his or her immediate family members in such companies are to be disclosed immediately to the company so that a determination can be made as to whether a conflict exists. Members of the employee's immediate family include spouse, children, and any other relative sharing the same home as the employee.

Grievances

Nuclear Sonics recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the company, which impacts on an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

Procedures:

Step 1: Every attempt should be made to handle grievances at the lowest possible level. If these attempts fail, an employee may express a verbal grievance to his or her immediate supervisor/manager. To encourage informal resolution, an employee should bring his or her grievance to the attention of his or her supervisor/manager. No written grievance form would need to be completed. The supervisor/manager and employee would discuss the grievance and determine a plan to resolve it. The supervisor/manager and employee will then implement the plan. The grievance should be raised within 30 days following the events or circumstances giving rise to it, and the employee and his or her supervisor/manager shall endeavor to resolve it within 10 calendar days thereafter.

Step 2: If Step 1 is not successful or if the grievance is against an employee's supervisor/manager, an employee shall submit written grievance to the human resource director. The grievance should be submitted within 35 days following the conduct that led to the grievance.

Step 3: The human resource director will review the grievance. Human resource director will also seek an informal resolution to the grievance, and may conduct such investigations as necessary. This includes discussions with the person submitting the grievance, the persons against whom the grievance is submitted and any other employees who have personal knowledge of any matters related to the grievance. If an informal resolution is achieved, the human resource director shall prepare a brief written statement setting forth the resolution. The person submitting the grievance and the person or persons against whom the grievance was directed shall sign the statement. Copies shall be given to each of these persons. The human resource director shall retain one copy. Efforts to resolve

the grievance under Step 3 should be concluded within 10 days following the submission of the written grievance.

Step 4: If no informal resolution is reached, the human resource director will, at the written request of the employee submitting the grievance, convene the management team for the purpose of reviewing the grievance. The employee's request should be made within 5 days following the conclusion of Step 3. The management team will review the grievance form filed and consider any information obtained by the human resource director. The management team can conduct additional investigations if it chooses, but it is not obligated to do so. The management team shall prepare a brief written report setting forth its recommendation for grievance resolution within 10 days following the employee's request. The recommendation shall be distributed to the party filing the grievance and the party against whom the grievance was directed. The human resource director shall retain a copy of the report.

In the event that the grievance is against a member of the management team, the grievance should be submitted initially to the human resource director. The remaining officers will select a third person to serve on the grievance review team for the purpose of that grievance.

Either the employee filing the grievance or the employee against whom the grievance has been filed may appeal the recommendation of the grievance review team to the management team consisting of the president, vice president, and Human Resource director, Ross Griffith. To initiate this process, the employee must provide written notice of his or her intention to pursue an appeal, and submit the written notice to the Human resource director within 5 days following the conclusion of the issuance of the Step 4 process. The written notice need only contain the statement, "I intend to pursue an appeal." If the grievance was originally filed against a member or members of the management team, the remaining member or members of the management team shall review the appeal. The management team shall review the original grievance and discuss the grievance with the employee submitting the grievance, the person against whom the grievance was directed, and the assigned team member. The management team may conduct such other investigation as it may choose. The management team will issue its recommendation within 10 days following the notice of appeal.

Open Door Policy

NSA promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisors any work related problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. If the discussion rises to the level of a dispute or grievance, please refer to the Grievance section of this handbook. Otherwise, ensure you use good judgment when handling sensitive situations and ensure they are not shared with other employees that do not have a valid need to know. Gossip and half-truth discussions should be avoided. NSA is interested in all of our employees' success and happiness with us. We therefore, welcome the opportunity to help employees whenever feasible.

Standards of Conduct

Maintaining a good relationship with patients, health care facility staff and other employees is essential. Always remember that you are a representative of Nuclear Sonics. Anything you say or do may reflect upon others.

- Treat patients, health care facility staff and fellow employees with respect;
- Give complete explanation and directions to patients and staff;
- Take responsibility for problems until they are resolved;
- Be truthful and accurate in what you say and write;
- Discuss patient or staff issues in a private place;
- Discuss personal matters away from the work area;
- Always advise the health care facility of any pending delays or equipment problems so that alternative actions can be taken. Every effort should be made to complete every exam scheduled. Patients should never be rescheduled for the convenience of NSA employees;
- Remember that we are a **service** company.

The following list, although not all inclusive, includes inappropriate conduct that will not be tolerated and may result in disciplinary action or termination:

- Theft of property belonging to NSA, hospitals, patients, or other employees;
- Unauthorized use of company equipment;
- Giving company products or services free of charge or at a discount to any person not authorized by a corporate officer;
- Dishonesty of any kind in relations with NSA or its customers;

- Possession of a dangerous weapon at work or on work premises;
- Conduct endangering the welfare of the public, patient or another employee;
- Willful damage of property or data belonging to NSA, hospitals, patients, or other employees;
- Absence from work without notifying supervisor/management, or excessive absenteeism or tardiness;
- Falsifying employment application or any other document/record;
- Sleeping on duty;
- Soliciting gratuities from patients or patient families;
- Failure to follow safety and health procedures;
- Failure to maintain proper credentials or qualifications as required by NSA policies;
- Failure to comply with DOT, or driver safety rules or regulations;
- Possession, use, sale, or distribution of alcoholic beverages or illegal drugs on company property or reporting to work under the influence of alcohol or illegal drugs;
- Failure to comply with the no smoking policy;
- Disclosing confidential information to unauthorized sources;
- Failure to report an accident or injury;
- Failure to follow dress code or poor personal hygiene;
- Failure to be at work station during assigned working hours;
- Failure to maintain a compatible relationship with other employees, management, physicians, patients, and any other individual with whom you work;
- Harassing, threatening, intimidating, or coercing another employee, patient, customer, or other individual with which you work;
- Use of abusive or improper language to a patient, employee, physician, or other individual with whom you work;
- Unsatisfactory work performance

Dress and Appearance

Due to the nature of the services we perform, NSA requires employees to dress in a neat manner that reflects both the reputation and professionalism of their work. Hair (including facial hair) must also be kept neat, clean and at a reasonable length. Unusual or unconventional hair styles or colors distracts from a professional appearance and are not permissible. Body adornments other than conservative jewelry for women may not be worn to work. The impression made

on customers, visitors, and other employees should always be kept in mind. This includes office personnel. Clothes must be kept clean and in good condition and free of stains, holes, tears, etc.

All personnel must wear name tags when at our various facilities.

Business casual wear is suggested, such as:

- Clean and neat dress slacks for men and women
- Dress shirts or dressier polo shirts for men
- Knee length dresses or skirts
- Dress shirts for women that are not of a revealing nature. Remember you will be bending over, reaching for supplies, etc so pay close attention to what will happen to your clothing when performing these duties
- Scrubs
- Lab coat over the above

The following are not permissible work attire:

- Shorts
- Low-cut tank tops and shirts
- Sweats
- Jogging suits
- T-shirts
- Long dangling earrings or necklaces
- Sandals or open toe shoes

A clothing allowance of \$100 shall be paid upon employment start date and every year thereafter on the employment anniversary date.

Employees found in violation of this policy will be asked to return home without pay to change their clothes. Employees traveling on company business may be sent back to their hotel room without pay or sent home at the manager's discretion. Any employee unclear of what is appropriate should check with management. As a general rule, if you are unsure whether an article of clothing is appropriate it most likely is not.

Driving Policy

All employees who operate a company vehicle are required to possess a current, valid, motor vehicle operator's license. All new employees who are required to drive as part of their job will have their driver's license record reviewed by our insurance carrier upon hire and at least every six months thereafter. If the driving record is found satisfactory, the new employee will be added to the company insurance policy. If an initial driving record check on a new employee reveals the inability to drive safely, the employee may be subject to disciplinary action up to and including termination.

Drivers are required to obey all motor vehicle laws and rules and maintain a safe driving record. Any driver who has a driver's license revoked or suspended while driving a company vehicle, must immediately notify management and immediately discontinue operation of the company vehicle. Drivers are also required to report, in writing, all motor vehicle accidents, convictions of reckless driving, driving while intoxicated (DUI), speeding, or any other moving violation, whether or not it has occurred in a company or personal vehicle, within 72 hours to the office. The insurance company underwriters will evaluate each violation and its severity to determine if the employee can remain on the company insurance policy or be placed on a probationary status. More than two moving violations in a twelve month period may result in being placed on probation. Some examples of moving violations are speeding, running lights or stop signs, reckless driving or racing.

The company is not responsible for any fines that an employee may incur as a result of an infraction of these requirements.

Any deviation of these requirements and/or failure to demonstrate the ability to drive safely may result in termination.

Operating Company Vehicles

- No Alcohol or drugs (illegal and/or prescription and non prescription that could impair driving ability) should be consumed 8 hours prior to or while operating a company vehicle.
- No driver should operate a company vehicle when his/her driving ability has been impaired by illness, fatigue, or injury.
- Whenever an employee of NSA is driving or riding in a company vehicle, seatbelts are required to be worn at all times. Any employee not wearing a seat belt is subject to instant dismissal. This is a safety regulation and is

intended primarily for the employee; however, it can impact members of the general public.

- The use of cell phones (including hands free) is strongly discouraged while driving. See Cell-Phone Policy.
- Keep vehicle interior clean.
- Check vehicle fluids, tires, and lights prior to departure.
- Ensure vehicles are refueled and windows are clean prior to turn-in.
- Vehicle malfunctions observed while operating a company vehicle should be noted and reported to the Operations Manager upon turn-in to ensure the safety of passengers and proper operation of company vehicles.
- In the event of an unavoidable stop on the highway, for your safety, evacuate all passengers onto the side of the road away from traffic until assistance arrives.
- No unauthorized person is allowed to ride in company vehicle without prior management approval.
- Drivers must take the proper precautions to secure the company vehicle assigned to them such as shutting off the vehicle, removing the keys and locking the doors when the vehicle is not attended.
- Annual DOT physical.
- Pre-employment drug screen.

Accident Policy

All accidents in a company vehicle, regardless of severity, must be reported from the scene to the police and to the office, immediately or as soon as practical (if immediate reporting is not possible). Failure to stop after an accident and/or failure to report an accident may result in disciplinary action up to and including termination.

Accident Procedure:

- Call 911 if medical help is needed
- Call police and the office
- Once medical needs are taken care off, get the other driver's information and complete an Accident Report form. You must also give the other driver your information and your vehicles information. Insurance information, such as company and policy number, is located on the insurance card in the vehicles glove compartment box.
- All accidents involving employee personal injury must be reported to the office within 72 hours for Worker's Compensation purposes.

Visitors

Non-customer visitors present safety and security risks to the company. To minimize these risks, visitors are not allowed to observe on a mobile unit, ride in a company vehicle, or observe at one of our in house facilities without prior approval of President and/or Vice President.

NSA must adhere to this policy for safety reasons and due to insurance coverage regulations.

COMPENSATION

Company/Payroll Records

It is our policy to comply with applicable laws that require records to be maintained of the hours you work. To ensure that accurate and legal records are kept of the hours actually worked (including overtime hours where applicable) and to ensure that payment is made in a timely matter, you are required to record time worked on a time sheet.

The company adopts these basic principles in keeping each employees information confidential and private so as to comply with privacy laws:

- The collection of employee information will be limited to that which the company needs for business and legal purposes.
- The confidentiality of all personal information in our records will be protected.
- Confidential documents shall be stored and maintained in the main NSA company office building.
- All employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.

- Internal access to employee records will be limited to those employees having an authorized, business-related need-to-know. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
- The company will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so.
- Employees are permitted to see the personal information maintained about them in the company records. They may correct inaccurate information or submit written comments in disagreement with any material contained in their company records.

Note: It is the responsibility of each employee to promptly notify NSA of any changes in personal data; mailing address, telephone numbers, number and name of dependent for benefit purposes, individuals contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personal data has changed please notify the human resource personnel.

Employment Classifications

Positions within the company are generally designed to require full-time employees. In certain functions and during some seasons, work schedules and company needs may require the services of other than full-time employees. There are four classifications of employees at Nuclear Sonics.

Benefits and compensation are determined according to these categories:

- **Full-time Salary**— An employee hired for an indefinite period in a position for which the normal work schedule is 40 hours per week. Salaried employees are required to work the number of hours needed to complete their assigned duties. This salary is a guaranteed pay of 40-hours per week.
- **Full-time Hourly**-An employee hired on an hourly basis that consistently works 30 hours or more per week. Is eligible for all company benefits.
- **Part-time Hourly**— An employee hired for an indefinite period in a position for which the normal work schedule is less than 40 hours per week.

- **Temporary** — An employee hired for a position for which the scheduled workweek can range from less than 20 to 40 hours, but the position is required for only a specific, known duration.

Salaried employee's first and last paychecks will be on an hourly basis.

Part time and Temporary employees do not qualify for regular company benefits.

Provisions in the Fair Labor Standards Act divide all employees into two categories, exempt and non-exempt, with respect to eligibility for overtime payment. They shall be defined as:

- **Exempt** — An employee considered to be managerial, administrative, professional or outside sales. An exempt employee is ineligible for overtime pay.
- **Non-Exempt** — An employee who devotes most of his or her hours in activities that are not managerial, administrative, professional or outside sales. A non-exempt employee is eligible to receive overtime pay at the rate of one and one half times their regular rate for hours worked over 40 in a workweek.

NOTE: Overtime is computed for hours actually worked. If you are uncertain as to your status, please contact the office.

Workers Compensation

Worker's Compensation Insurance is provided to all employees at no cost. This program covers any injury or illness sustained in the course of employment that required medical, surgical, or hospital treatment. Employees who sustain work related injuries or illness should inform their supervisor and an accident/incident report must be filled out within 72 hours. No matter how minor the on the job injury may appear, it is important that it is reported. An additional report that goes directly to worker's compensation must also be filled out if medical treatment is sought due to injury within 10 days of the injury.

These reports can be obtained through human resources. NSA and worker's compensation will not be liable for injuries that occur during the employee's voluntary participation in an off duty recreational, social or athletic activity even if it was sponsored by NSA.

Time Sheets

All employees are required to maintain a daily record of actual time worked on a time sheet. Time sheets must be forwarded to the office on a weekly basis and must arrive no later than noon (12:00 pm) on Thursday. If you will not be able to meet the noon deadline you must notify the office before the deadline is over. An attempt to fax a copy of the time sheet must be made if available. Time sheets must be filled out on a daily basis.

Work Week

For overtime purposes the standard workweek begins on Sunday 12:01 am and ends on Saturday 11:59 am.

Payday

All NSA employees are paid by a direct deposit system into their checking or savings account. Bank information will be collected when an employee is hired. Payroll will be issued Thursday, on a bi-weekly basis (every 2 weeks).

All required taxes are withheld to comply with federal, state, and local laws. The number of exemptions claimed and your marital status on Form W-4, Employees Withholding Allowance Certificate, affects the amount of Federal withholding. An initial Form W-4 must be submitted to payroll before a paycheck can be issued and a new Form W-4 must be submitted if any changes occur (marital status, number of exemptions, etc.).

Authorized deductions and money owed to the company will be withheld automatically from your pay. Additionally, any reimbursements owed to you by the company must be expensed using the monthly expense report.

Overtime

Overtime will be computed at the rate of 1 ½ times the employees' hourly rate of pay (for qualifying employees) for hours worked in excess of 40 hours per week.

NOTE: Overtime is computed for hours actually worked.

Legal Holidays

NSA observes the following holidays:

January 1	New Year's Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Thanksgiving Day
December	25th

Vacation/Sick Days

Time away from work to relax and pursue special interests is important to everyone. All Full time employees will accrue vacation time from hire date. Regular full-time employees are eligible for three weeks vacation/sick days after one year employment. After five years full time employment, employees are eligible for four weeks vacation/sick days.

- Employees must be employed at least six months before vacation time may be taken.
- Taking time off without proper approval is cause for immediate termination of employment.
- Vacation time may be taken in four or eight hour increments.
- Employees can carry over one week **earned** vacation time at the end of every calendar year.
- All time off requests will be submitted in writing to the office 4 weeks in advance.
- Requests will be granted at Management's discretion.
- Requests are granted on a first come first serve basis. In the event two employees submit at the same time, seniority will be considered.
- Upon termination any unused vacation time will be paid out.
- Annually accumulated vacation time may be used at any time during the year. Any vacation request thereafter will be without pay.
- Record on timesheet as vacation time.

Bereavement

In the unfortunate event of a death in the immediate family, 3 days of paid time off will be granted.

Immediate family members include:

Spouse	Child
Stepchild	Parents
Siblings	Grandparents
Grandchildren	Step Parents

This also applies to the immediate relatives of your spouse.

Employees should make management aware of the situation. Management may approve extended time off without pay or those days may be charged as vacation. Upon returning to work, record absence as a bereavement leave on your timesheet.

Maternity Leave

All mothers are entitled to 6 weeks paid maternity leave following the birth of their child. If the mother requires additional time, sick or vacation time may be taken. If you do not have this time available, time off without pay will apply.

Termination

Just as you may quit at any time for any reason, you may be separated whenever the Company believes such action is necessary or appropriate. We will not terminate anyone for reasons prohibited by law. When possible or appropriate under the circumstances, we will give advance notice of any performance or work related problems.

Voluntary – When an employee resigns or officially asks to be separated from the company, it is called a voluntary termination.

Notice – The company should be informed, in writing, of a voluntary termination at least 2 weeks in advance.

Absence – An employee who fails to report for work as scheduled for 3 consecutive days will be considered a voluntary termination.

Involuntary

Layoff – This is a permanent or temporary reduction in workforce.

Release – This is a failure to perform the job assignment in an appropriate and satisfactory manner.

Discharge at will – This refers to the company's right to discharge an employee at any time for any reason.

Termination for Cause – The company reserves the right to define just and sufficient reasons for termination. (See Standards of Conduct)

Medical Disability – This refers to cases where substantial medical evidence, supported by a company appointed physician, shows that an employee cannot perform his or her job assignment satisfactorily and cannot be transferred to a similar position because of a medical disability.

Separation Notices – The company will give each terminated employee a proper and legal separation notice.

References – The company will provide letters of reference to all employees separated through layoff, retirement or lack of work. Letters of reference will not be provided for employees separated through discharge or immediate dismissal. All inquiries by prospective employers, investigators hired by an employer, etc., must be referred to Management. No one else in the Company is authorized to release information or discuss the performance of a former employee.

Severance Pay – Only employees who are terminated because of layoff will be eligible to receive one weeks pay after one year employment, or two weeks pay after five years employment.

Telephones

The telephone is an essential communication link at NSA. Personal use of telephones must be kept to a minimum. No long distance calls shall be made from hospital phones. If you need to call the office from a hospital phone please use the company 888 number.

Cell-Phone Policy

Cell phone use (including hands free), while driving is dangerous and strongly discouraged. Studies have shown that cell-phone use while driving can pose a serious distraction and quadruple the risk of an accident. Employees must pull safely off the side of the road before placing a call or checking voicemail. If you are the caller, ask the driver if they are on the road and request them to call you back at their next stop. If you are accepting a call, inform the caller that you are on the road and unable to take the call at this time. Text messaging and/or accessing the Internet or e-mail while driving is prohibited.

Personal calls and text messaging should be kept to a minimum while on company time. The camera function on camera phones is not to be used at work unless used for work related purposes.

BENEFITS

Health Insurance

NSA provides a powerful group health insurance plan through BlueCross BlueShield for all full-time salaried and full-time hourly employees. Full time hourly is defined as employees with hours consistently above 30 hours per week. Employees are eligible for insurance on the first day of the month following 30 days of employment.

NSA covers 100% of the cost of the medical coverage for the employee and any dependents, an impressive commitment to our valued team members. NSA provides health-insurance coverage for eligible employees and their dependents in accordance with the terms of the current health insurance plan. Enrolling

people who do not meet the definition of dependent in the plan is considered fraud and may result in dismissal. All employees should familiarize themselves with the health-plan definitions. Employees may be asked to prove that a person listed as a dependent meets the definition. This may mean providing marriage and birth certificates or other proof.

Health Coverage:

Network Benefits

- \$15 Office visits
- \$10 Generic prescription
- \$25 Name Brand prescription
- \$40 Non-prescription
- \$100 Emergency Care
- \$500 deductible single / \$1,000 family
- 10% Coinsurance
- \$1,000 individual, \$2,000 aggregate out of pocket maximum

Non-Network Benefits

- office visits 20% after deductible
- Emergency Care 20% after deductible
- \$1,500 deductible
- 20% Coinsurance
- \$1,000 individual, \$2,000 aggregate out of pocket maximum

Lifetime maximum benefit - \$2,000,000

Short Term Disability:

- 60% of earnings
- Benefits begin 1st day of accident / 8th day of sickness
- 90 day benefit period
- Maximum weekly benefit \$1,000

Long Term Disability:

- 60% of earnings
- Benefits begin 90 days after accident/illness
- Benefit period to age 65
- Maximum monthly benefit \$5,000

Retirement

Eligibility

- Current employee

Corporate Match - This is a retirement savings plan in which the company matches 100% dollar for dollar up to 3% of the gross pay that is contributed into the account by the employee.

Contribution Limit - You may contribute up to \$10,500 a year.

Investment Options – Please refer to your plan materials.

REIMBURSEMENTS

Pre-approved expenses will be reimbursed when submitted on the proper Monthly Expense Reimbursement form. Expenses submitted by the 10th day of the month will be reimbursed by the 20th.

Per Diem

You will be paid a per diem of \$25 per each night if you are away from home (overnight) after submitting on the Monthly Expense Reimbursement form.

Use of Personal Vehicle

Should it be necessary for you to use your personal vehicle for company use, NSA will reimburse you at a rate per mile to be established and reviewed annually. The regular use of a personal vehicle for business purposes must be authorized in advance. In addition, the following is required:

- A current Certificate of Insurance from your agent must be provided. Reimbursement will not be made without such a certificate. Minimum coverage requirements are \$100,000/\$300,000/\$100,000.
- Mileage logs – Complete and accurate mileage logs must be submitted with the Expense Reimbursement form.

Business Credit Card

Each employee will be issued a company credit card. This credit card is to be used for qualified and approved business expenses and when you are traveling overnight on company business. Receipts should be submitted to the office on a monthly basis. Use of company credit cards for personal use is strictly forbidden and may result in termination.

Continuing Education (CE)

Continuing Education provides personal enrichment and professional development through quality learning opportunities, innovative programs and dedication to serving customers.

NSA's Continuing Education program provides up to \$200 annually for continuing education courses. With management approval, this amount may be extended up

to \$500. The employee may present their CE interest to the management staff for approval. Consideration will be given to the ideas that provide a benefit to the company.

Professional Liability

All employees are required to act in a professional manner in the performance of their job duties and that they abide by the regulations of the jurisdiction in which they are working. NSA maintains Professional Liability insurance coverage that will protect the company and each employee individually in the event of a malpractice claim. It does not apply to intentional wrongful acts, breach of contract, or acts done outside the scope of employment. It is required of all employees to notify the company immediately if a situation occurs that could lead to a malpractice claim. Furthermore, it is required that all employees cooperate in any claim investigation. Incidents involving patients require a written report faxed to the office as soon as practical.

Health & Safety

The responsibility for health and safety is a shared one. To ensure safe working conditions for employees and patients, we have developed the following health and safety rules so that accidents and illness can be minimized.

Physical Examinations and Drug Screenings

You may be required to undergo periodic medical examinations, including drug and alcohol screening. If requested, such examinations are done at company expense.

Immunizations

Due to the possible exposure to disease, employees may be asked to obtain certain immunizations, provide proof of such immunizations, or sign a waiver foregoing the option to obtain this type of protection.

Medical Records

It may be necessary to obtain information about your medical condition in evaluating your ability to do certain tasks, the ability to return to work, the reasons for absences, or other circumstances. In such situations you will be asked to sign a release allowing the Company access to appropriate medical information.

CPR Certification

We require all employees who have patient contact to provide proof of CPR certification and/or recertification. Reimbursement for cost of certification shall be made upon receiving a copy of the certification and proof of payment submitted on the Expense Reimbursement form.

Radiation Safety

Film badges must be worn as appropriate to monitor radiation exposure as mandated by state and federal regulations. Film badges are supplied to employees and returned for monthly dosimetry readings.

Drug, Alcohol, Tobacco, Firearms, & Explosives

The use and possession of alcohol beverages or illegal drugs or substances are prohibited during work hours, in company vehicles, and places of employment. Drug and alcohol abuse impairs work performance and creates risks to others. The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of company rules and is subject to severe disciplinary action. This is why NSA requires a drug screening consent release as a condition of employment. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on company premises or in any NSA parking lot, storage area, or job site is prohibited. Violations are subject to severe disciplinary action. In all instances, disciplinary action to be administered shall be at the sole discretion and determination of the company.

Positive Test Results

In the event an employee has a verified positive result, the Medical Records Officer (MRO) will inform the employee of the alcohol and/or drug test result within three (3) days after the MRO receives the alcohol or drug test result from the testing laboratory or clinic. The employee will have three (3) days after

notification from the MRO to discuss the test results with the MRO, submit to the MRO documentation of any prescription drugs relevant to the test result, or request a test of a split sample within 72 hours at the employee's expense.

The following conduct is prohibited:

- The use, sale, or possession of controlled substance on or off the job. Should you be required to take prescribed medications, which could impact your ability to perform your duties, please advise the human resource manager of the prescribed medication and the duration of the treatment.
- The use or possession of alcohol at work or while conducting NSA business.
- Reporting to work, being at work or representing NSA while under the influence of alcohol.
- The possession of firearms, explosives or weapons of any kind is strictly prohibited on company property, company vehicles or locations of service.
- Because of concern about your health and those around you, smoking or chewing tobacco is prohibited on company or healthcare facility premises or in patient contact areas.

Job Description

POSITION: Nuclear Medicine Technologist

Requirements:

- Must be a graduate of an accredited Nuclear Medicine Technology program.
- Must be registered with The American Registry of Radiologic Technologists or NMTCB and/or Iowa Permit to Practice License.
- Must be able to interact with client personnel and NSA employees in an independent, responsible, professional ethical manner.
- Must be flexible, reliable and demonstrate sound judgment and initiative.
- Must exercise discretion and common sense in handling confidential information.
- Must be able to produce high quality exams with little supervision.
- Must be willing and able to assist the Radiologist in all aspects of exams.
- Must be able to function effectively in a teamwork environment.
- Must be able to safely transport patients with or without assistance.
- Must have a permit to practice where applicable.
- Must be CPR certified

Responsibilities:

- Performs ordered nuclear medicine examinations of appropriate anatomical regions in accordance with accepted standards of practice and protocols of the site Radiologist.
- Administers radiopharmaceutical agents under the clinical supervision of the site Radiologist according to site specific protocols.
- Develops data, whether films or digital transfer for the site.
- Transports patients to and from the mobile unit, maintaining patient comfort and safety during transportation and the exam.
- Maintains technical competency through continued education and participation in company sponsored training programs.
- Performs preventive maintenance procedures and quality checks and troubleshoots mechanical problems. Calls for service and notifies the supervisor.
- Maintains a clean working environment both inside and out.
- Assist with the set up and disassembly of equipment according to manufacturer's specifications.
- Practices continuous quality improvement and maintains patient confidentiality.
- Cooperates with facility healthcare professional and complies with facility policies and procedures.
- Complies with all safety regulations.
- Maintains patient confidentiality.
- Performs additional duties as required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Driver Qualifications

It is the policy of NSA that all driver qualifications must be handled in accordance with the rules and regulations set forth by the U.S. Department of Transportation.

A. Minimum Requirements

To be considered, an applicant must meet the minimum driver requirements and qualifications that follow, as established by the Federal Motor Carrier Safety Regulations (FMCSR) and NSA.

1. Is physically qualified to drive a motor vehicle in accordance with Section 391.41 of FMCSR.
2. Can, by reason of experience and/or training, safely operate the type of motor vehicle they are to drive.
3. Have a current valid commercial driver's license for the type of vehicle to be operated, issued from one state only.
4. Possess a qualifying driving record for the preceding thirty-six (36) months. A qualifying driving record includes commercial and private vehicles and must meet the following requirements:
 - a) No record of disqualification under the rules in Section 391.15 of FMCSR.
 - b) No record of suspension or revocation of commercial driving privileges for more than thirty (30) days for any moving violation(s).
 - c) No record of citation or conviction for the violations listed below:
 - (1) Driving while under the influence of alcohol or drugs, or refusal to take a drug or alcohol test as required by law in any commercial vehicle.
 - (2) Reckless homicide or involuntary manslaughter in a motor vehicle.
 - (3) Operating while under suspension or revocation.
 - (4) Leaving the scene of an accident.
 - (5) Use of a motor vehicle while committing a felony.
 - (6) Reckless driving or careless endangerment.
 - (7) Fleeing or eluding a police officer in a motor vehicle.
 - d) The following are the maximum number of accidents and motor vehicle violations:

- (1) No major at fault accidents in any vehicle, commercial or private, in the last twelve (12) months. (For these purposes, a major accident is one, which results in a fatality, personal injury and/or property damage in excess of \$4,400.)
- (2) A maximum of two (2) "at fault" accidents of any type in any vehicle in the past thirty-six (36) months.
- (3) A maximum of three (3) moving violations in any vehicle in the past thirty-six (36) months.

B. Additional Qualification Procedures

1. Complete an Application for Employment.

2. Inquiry to previous employers.

- a) NSA will investigate the applicant's previous employment for the last three years of employment. Both the employment record and driving record will be investigated; Written records of these inquiries will be kept in the Personnel file. FMCSR requires that applicants operating a vehicle of 26,001 pounds, or more, inform NSA of any employment as a commercial driver in the last ten (10) years.

3. Copy of Valid class A Commercial Drivers License.

- a) Must be valid for type of equipment to be operated.

4. Copy of Current MVR.

- a) Driver will provide a Motor Vehicle Record (MVR) report from each state the applicant has held a motor vehicle license in the past three (3) years. The MVR check is required by federal law to be made within thirty (30) days of the driver's first day of driving for NSA. If necessary, a Written Release of Driving Record must be filed. A new MVR report is required each year.

5. DOT Physical Examination.

- a) The results of the examination must be recorded on the DOT Physical Examination Form.
- b) If the driver passes the examination, the attending Physician must complete the certification section of the form and the Medical Examiner's Certification Card. The driver retains the card and submits copy to NSA.

6. Certification of Violations
 - a) Driver's must prepare and provide a list of violations annually as required by Sec. 391.27.
7. Certification of Compliance.
8. Alcohol and Controlled Substance Test Notification.
9. Request/Consent for Information from Previous Employer on Alcohol and Controlled Substances Testing.
 - a) Applicant must sign form for each motor carrier operated for in previous two years.
 - b) Request must be completed by previous employer and placed in Qualification File.
10. Certification of Non Motor Carrier Compensated Work.
 - a) All drivers must provide information on other compensated work during their course of employment due to hours of service regulations.
11. Substance Abuse Training Confirmation.
12. Hours of Service Data Sheet
 - a) Completed by applicant on the first day he/she drives for NSA. The form must reflect driving and on-duty hours up to this date.
 - b) Completed form should be turned in with first set of driver's logs.
13. Certificate of Road test
 - a) Driver must successfully complete a road test in accordance with Sec. 391.31, or present an operator's license.

C. Final Qualification Procedure: Driver Control Number

Upon meeting all requirements of the FMCSR and successful completion of the aforementioned, a driver control number is assigned to the driver's file by the office. This five digit control number authorizes the use of the driver.

D. Other Qualification Issues

1. Drivers of company vehicles not covered under this procedure are subject to driver record review by management. These non-commercial drivers must meet the standards as prescribed by the NSA insurance carrier before operating any company vehicle.

Physical Guidelines

All NSA drivers are required to have a valid DOT physical before operating a commercial vehicle. The following information outlines DOT guidelines for physical problems and high blood pressure. See the FMCSR, Section 391.41 for more information on specific physical requirements.

A. Physical Problems

1. Uncorrectable

A driver may no longer operate a commercial vehicle if a physical problem cannot be corrected to satisfy the DOT requirements.

2. Correctable

A driver with a correctable physical problem is disqualified but is given thirty (30) days to correct the problem and become qualified.

B. High Blood Pressure

1. Mild Hypertension

If the driver has 161-180 systolic and/or 91-104 diastolic, it is considered mild hypertension. Mild hypertension does not disqualify the driver, but it does require treatment. The driver is given one three (3) month period to reduce his/her blood pressure to less than or equal to 160/90. The certifying physician states on the medical certificate that it is only valid for that three (3) month period. If at any time during or at the end of the three (3) months the driver's blood pressure is checked again, and it is less than or equal to 160/90, the certifying physician may issue a medical certificate valid for one (1) year. However, the physician must check the driver's blood pressure in the third (3) month of the one (1) year period. The driver must then be certified annually thereafter.

2. Moderate to Severe Hypertension

If the driver has greater than 181 systolic and/or greater than 105 diastolic, it is considered moderate to severe high blood pressure. The driver is not qualified, even temporarily, until the blood pressure is reduced to less than 181/105. The examining physician may temporarily certify the individual for one three (3) month period once the individual's blood pressure is below 181/105. (See instructions above for 161-180 systolic and/or 91/105 diastolic.) If at any time during or by the end of the three (3) month period the driver is found qualified with blood pressure less than or equal to 160/90, the physician may issue a medical certificate for a six (6) month period but must confirm blood pressure control in the third (3) month of the six (6) month period. The driver is required to be certified biannually thereafter.

Drugs and Alcohol Policy

Nuclear Sonics is dedicated to the health and safety of our drivers. Drug and/or alcohol use may pose a serious threat to driver health and safety. Therefore, it is the policy of Nuclear Sonics to prevent the use of drugs and abuse of alcohol from having an adverse effect on our drivers.

The serious impact of drug use and alcohol abuse has been recognized by the federal government. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require the company to implement an alcohol and controlled substances testing program.

The purpose of the FMCSA issued regulations is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.

The company will comply with these regulations and is committed to maintaining a drug-free workplace.

It is the policy of Nuclear Sonics that the use, sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any driver while on the company premises, engaged in company business, operating company equipment, or while under the authority of Nuclear Sonics is strictly prohibited. Disciplinary action will be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or contain the terms of any contract of employment. The company retains the sole right to change, amend, or modify any term or provision of this policy without notice. This policy is effective 5-22-08, and will supersede all prior policies and statements relating to alcohol or drugs.

Drugs and Alcohol Procedures

Regulatory Requirements

All drivers who operate commercial motor vehicles that require a commercial driver's license under 49 CFR Part 383 are subject to the FMCSA's drug and alcohol regulations, 49 CFR Part 382.

Non-Regulatory Requirements

The Federal Motor Carrier Safety Regulations (FMCSRs) set the minimum

requirements for testing. The company's policy in certain instances may be more stringent. This policy will clearly define what is mandated by the FMCSRs and what is company procedure.

Who is Responsible

It is the company's responsibility to provide testing for the driver that is in compliance with all federal and state laws and regulations, and within the provisions of this policy.

The company will retain all records related to testing and the testing process in a secure and confidential matter.

Nuclear Sonics alcohol and drug program administrator who is designated to monitor, facilitate, and answer questions pertaining to these procedures is:

- Sue Young
- P.O. Box 6 New Richmond, WI 54017
- 715-246-4451

The driver is responsible for complying with the requirements set forth in this policy. The driver will not use, have possession of, abuse, or have the presence of alcohol or any controlled substance in excess of regulation-established threshold levels while on duty. The driver will not use alcohol within 4 hours of performing a "safety-sensitive" function, while performing a "safety-sensitive" function, or immediately after performing a "safety-sensitive" function. The driver must submit to alcohol and controlled substances tests administered under Part 382.

All supervisors must make every effort to be aware of a driver's condition at all times the driver is in service of the company. The supervisor must be able to make reasonable suspicion observations to determine if the driver is impaired in some way, and be prepared to implement the requirements of this policy if necessary.

Definitions

When implementing and interpreting the drug and alcohol policies and procedures required by the FMCSA as well as the policies and procedures required by the company, the following definitions apply:

- Actual knowledge means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or a controlled substance, or a driver's admission of alcohol or controlled substance use under the

provisions of Sec. 382.121. Direct observation as used in this definition means observation of alcohol or controlled substance use and does not include observation of driver behavior or physical characteristics sufficient to warrant reasonable suspicion testing under Sec. 382.307

- Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

- Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

- Alcohol screening device (ASD). A breath or saliva device, other than an evidential breath testing device (EBT), that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.

- Alcohol use means the consumption of any beverage, liquid mixture, or preparation, including any medication, containing alcohol.

- Breath Alcohol Technician (or BAT). An individual who instructs and assists individuals in the alcohol testing process, and operates an evidential breath testing device (EBT).

- Collection site. A place designated by the company, where individuals present themselves for the purpose of providing a urine specimen for a drug test.

- Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds (4,536 kilograms); or

2. Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or

3. Is designed to transport 16 or more passengers, including the driver; or

4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

- Confirmation (or confirmatory) drug test means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

- Confirmation (or confirmatory) validity test means a second test performed on a urine specimen to further support a validity test

result.

- Confirmed drug test means a confirmation test result received by an MRO from a laboratory.
- Consortium/Third-party administrator (C/TPA) is a service agent that provides or coordinates the provision of a variety of drug and alcohol testing services for the company. C/TPAs typically perform administrative tasks concerning the operation of the company's drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members. C/TPAs are not "employers."
- Controlled substances mean those substances identified in 49 CFR, Section 40.85.

In accordance with FMCSA rules, urinalyses will be conducted to detect the presence of the following substances:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine (PCP)

Detection levels requiring a determination of a positive result shall be in accordance with the guidelines adopted by the FMCSA in accordance with the requirements established in 49 CFR, Section 40.87.

- Designated employer representative (DER) is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove drivers from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the company. Service agents cannot serve as DERs.
- Disabling damage means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

1. Inclusions. Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.

2. Exclusions.

- i. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
- ii. Tire disablement without other damage even if no spare tire is available.
- iii. Headlight or taillight damage.

iv. Damage to turn signals, horn, or windshield wipers which make them inoperative.

- Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.
- Drug means any substance (other than alcohol) that is a controlled substance as defined in this policy and 49 CFR Part 40.
- Evidential breath testing device (EBT). A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and 0.04 alcohol concentrations, placed on NHTSA's Conforming Products List (CPL) for "Evidential Breath Measurement Devices" and identified on the CPL as conforming with the model specifications available from NHTSA's Traffic Safety Program.
- FMCSA means Federal Motor Carrier Safety Administration, U.S. Department of Transportation.
- Licensed medical practitioner means a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
- Medical Review Officer (MRO). A person who is a licensed physician (Doctor of Medicine or Osteopathy) and who is responsible for receiving and reviewing laboratory results generated by the company's drug testing program and evaluating medical explanations for certain drug test results.
- Performing (a safety-sensitive function) means a driver 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 any safety-sensitive functions.
- Prescription Medications means the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work related responsibilities.
- Refuse to submit (to an alcohol or controlled substances test) means that a driver:

1. Fails to appear for any test (except pre-employment) within a reasonable time, as determined by the company, consistent with applicable DOT regulations, after being directed to do so by the company. This includes the failure of a driver (including an owner-operator) to appear for a test when called by a C/TPA;

2. Fails to remain at the testing site until the testing is complete

(except pre-employment if the driver leaves before the testing process begins); 3. Fails to provide a urine specimen for any DOT required drug test (except pre-employment if the driver leaves before the testing process begins);

4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of the specimen;

5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;

6. Fails or declines to take a second test the employer or collector has directed the driver to take;

7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER (In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment);

8. Fails to cooperate with any part of the testing process; or

9. Is reported by the MRO as having a verified adulterated or substituted test result.

- Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

Safety-sensitive functions include:

1. all time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the company;

2. all time inspecting equipment as required by Secs. 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

3. all time spent at the driving controls of a commercial motor vehicle in operation;

4. all time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth (a berth conforming to the requirements of Sec. 393.76);

5. all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and

6. all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

- Screening test technician (STT). A person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device (ASD).
- Stand-down means the practice of temporarily removing a driver from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive drug test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.
- Substance abuse professional (SAP). A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. A SAP must be:
 1. a licensed physician (Doctor of Medicine or Osteopathy);
 2. a licensed or certified social worker;
 3. a licensed or certified psychologist;
 4. a licensed or certified employee assistance professional; or
 5. a drug and alcohol counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC), or by the National Board for Certified Counselors, Inc and Affiliates/Master Addictions Counselor (NBCC).

Alcohol Prohibitions

Part 382, Subpart B, prohibits any alcohol misuse that could affect performance of safety-sensitive functions.

This alcohol prohibition includes:

- use while performing safety-sensitive functions;
- use during the 4 hours before performing safety-sensitive functions;
- reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater;
- use of alcohol for up to 8 hours following an accident or until the driver undergoes a post-accident test; or
- refusal to take a required test.

NOTE: Per FMCSA regulation (Sec. 382.505), a driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Drug Prohibitions

Part 382, Subpart B, prohibits any drug use that could affect the performance of safety-sensitive functions. This drug prohibition includes:

- use of any drug, except when administered to a driver by, or under the instructions of, a licensed medical practitioner, who has advised the driver that the substance will not affect the driver's ability to safely operate a commercial motor vehicle. (The use of marijuana under California Proposition 215 or the use of any Schedule I drug under Arizona Proposition 200 is not a legitimate medical explanation. Under federal law, the use of marijuana or any Schedule I drug does not have a legitimate medical use in the United States.);
- testing positive for drugs; or
- refusing to take a required test.

Condition for Employment - Refusal

A driver applicant who has refused a drug or alcohol test, failed a random, reasonable suspicion, post accident, return to duty, follow up alcohol test, or tested positive for controlled substances will be considered for employment with Nuclear Sonics if the following conditions are met: 21 years of age and 2 years of class A CDL driving experience.

A pre-employment alcohol test will be conducted after the company has made a contingent offer of employment or transfer, subject to the individual passing the pre-employment alcohol test.

All pre-employment alcohol tests will follow the alcohol testing procedures outlined in 49 CFR Part 40.

The pre-employment alcohol test will be conducted before the first performance of safety-sensitive functions. An individual may not begin performing safety-sensitive functions until he/she has received a test result that indicates an alcohol concentration of less than 0.04.

Reasonable Suspicion Testing (Sec. 382.307): If the driver's supervisor or another company official designated to supervise drivers believes a driver is under the influence of alcohol or drugs, the driver will be required to undergo a drug and/or alcohol test.

The basis for this decision will be specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.

The driver's supervisor or another company official will immediately remove the driver from any and all safety-sensitive functions and take the driver or make arrangements for the driver to be taken to a testing facility.

The person who makes the determination that reasonable suspicion exists to conduct an alcohol test may not administer the alcohol test.

Per FMCSA regulation, reasonable suspicion alcohol testing is only authorized if the observations are made during, just preceding, or after the driver is performing a safety sensitive function.

Per FMCSA regulation, if the driver tests 0.02 or greater, but less than 0.04, for alcohol the driver will be removed from all safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

If an alcohol test is not administered within two hours following a reasonable suspicion determination, the program administrator will prepare and maintain a record stating the reasons why the test was not administered within 2 hours.

If the test was not administered within 8 hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

A written record of the observations leading to an alcohol or controlled substance reasonable suspicion test, signed by the supervisor or company official who made the observation, will be completed within 24 hours of the observed behavior or before the results of the alcohol or controlled substances test are released, whichever is first.

A driver awaiting the results of a reasonable suspicion drug test will be suspended with pay.

Post-Accident Testing (Sec. 382.303): Drivers are to notify Bryan Hallenbeck as soon as possible if they are involved in an accident.

According to FMCSA regulations (Sec. 382.303), if the accident involved:

- a fatality,
- bodily injury with immediate medical treatment away from the scene *and* the driver received a citation, or
- disabling damage to any motor vehicle requiring tow away *and* the driver received a citation. The driver will be tested for drugs and alcohol as soon as possible following the accident. The driver must remain readily available for testing. If the driver isn't readily available for alcohol and drug testing, he/she may be deemed as refusing to submit to testing.

A driver involved in an accident may not consume alcohol for 8 hours or until testing is completed.

If the alcohol test is not administered within 2 hours following the accident the Office Manager will prepare a report and maintain a record stating why the test was not administered within two hours.

If the alcohol test is not administered within 8 hours following the accident, all attempts to administer the test will cease. A report and record of why the test was not administered will be prepared and maintained.

The drug test must be administered within 32 hours of the accident. If the test could not be administered within 32 hours, all attempts to test the driver will cease.

The Office Manager will prepare and maintain a record stating the reasons why the test was not administered within the allotted time frame.

Management will review post-accident testing results

Random Testing (Sec. 382.305): Nuclear Sonics will conduct random testing for all drivers as follows:

The Office Manager will administer the random testing program, maintaining all pertinent records on random tests administered.

At least 10 percent of the company's average number of driver positions will be tested for alcohol each year. At least 50 percent of the company's average number of driver positions will be tested for drugs each year.

The random testing will be spread reasonably throughout the calendar year. All random alcohol and drug tests will be unannounced, with each driver having an equal chance of being tested each time selections are made.

A driver may only be tested for alcohol while he/she is performing a safety-sensitive function, just before performing a safety-sensitive function, or just after completing a safety-sensitive function.

Once notified that he/she has been randomly selected for testing, the driver must proceed immediately to the assigned collection site.

Refusal to Submit

According to Sec. 382.211, a driver may not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test required by the regulations. A driver who refuses to submit to such tests may not

perform or continue to perform safety-sensitive functions and must be evaluated by a substance abuse professional as if the driver tested positive for drugs or failed an alcohol test.

Refusal to submit includes failing to provide adequate breath or urine sample for alcohol or drug testing and any conduct that obstructs the testing process. This includes adulteration or substitution of a urine sample.

Alcohol Testing Procedures

Alcohol testing will be conducted at Medix in Ankeny, IA or Alegent Health Mercy Hospital in Corning, IA by a qualified breath alcohol technician (BAT) or screening test technician (STT), according to 49 CFR Part 40 procedures. Only products on the conforming products list (approved by the National Highway Traffic Safety Administration (NHTSA)) and Part 40 requirements will be utilized for testing under this policy.

The testing will be performed in a private setting. Only authorized personnel will have access, and are the only individuals who can see or hear the test results.

When the driver arrives at the testing site, the BAT or STT will ask for identification.

The driver may ask the BAT or STT for identification.

The BAT or STT will then explain the testing procedure to the driver. The BAT or STT may only supervise one test at a time, and may not leave the testing site while the test is in progress.

A screening test is performed first. When a breath testing device is used, the mouthpiece of the breath testing device must be sealed before use, and opened in the driver's presence. Then the mouthpiece is inserted into the breath testing device.

The driver must blow forcefully into the mouthpiece of the testing device for at least 6 seconds or until an adequate amount of breath has been obtained.

Once the test is completed, the BAT must show the driver the results. The results may be printed on a form generated by the breath testing device or may be displayed on the breath testing device. If the breath testing device does not print results and test information, the BAT is to record the displayed result, test number, testing device, serial number of the testing device, and time on the alcohol testing form. If the breath testing device prints results, but not directly onto the form, the BAT must affix the printout to the alcohol testing form in the designated space.

When an alcohol screening device (ASD) is used, the screening test technician (STT) must check the device's expiration date and show it to the driver. A device may not be used after its expiration date.

The STT will open an individually wrapped or sealed package containing the device in front of the driver and he/she will be asked to place the device in his/her mouth and use it in the manner described by the device's manufacturer.

If the driver declines to use the device, or in a case where the device doesn't activate, the STT must insert the device in the driver's mouth and use it in the manner described by the device's manufacturer. The STT must wear single-use examination gloves and must change the gloves following each test.

When the device is removed from the driver's mouth, the STT must follow the manufacturer's instructions to ensure the device is activated.

If the procedures listed above can't be successfully completed, the device must be discarded and new test must be conducted using a new device. Again, the driver will be offered the choice of using the new device or having the STT use the device for the test.

If the new test can't be successfully completed, the driver will be directed to immediately take a screening test using an evidential breath testing device (EBT).

The result displayed on the device must be read within 15 minutes of the test. The STT must show the driver the device and the its reading and enter the result on the ATF.

If the reading on the EBT or ASD is less than 0.02, both the driver and the BAT or STT must sign and date the result form. The form will then be confidentially forwarded to the company's designated employer representative (DER).

If the reading on the EBT or ASD is 0.02 or more, a confirmation test must be performed. An EBT must be used for all confirmation tests.

The test must be performed after 15 minutes have elapsed, but within 30 minutes of the first test. The BAT will ask the driver not to eat, drink, belch, or put anything into his/her mouth. These steps are intended to prevent the buildup of mouth alcohol, which could lead to an artificially high result.

A new, sealed mouthpiece must be used for the new test. The calibration of the EBT must be checked. All of this must be done in the driver's presence.

If the results of the confirmation test and screening test are not the same the confirmation test will be used.

Refusal to complete and sign the alcohol testing form or refusal to provide breath or saliva will be considered a failed test, and the driver will be removed from all

safety-sensitive functions until the matter is resolved.

Drug Testing Procedures

Drug testing will be conducted at Medix in Ankeny, IA or Alegent Health Mercy Hospital in Corning, IA. Specimen collection will be conducted in accordance with 49 CFR Part 40 and any applicable state law. The collection procedures have been designed to ensure the security and integrity of the specimen provided by each driver. The procedures will strictly follow federal chain of custody guidelines.

A drug testing custody and control form (CCF) will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.

A collection kit meeting the requirements of Part 40, Appendix A must be used for the drug test.

The collection of specimen must be conducted in a suitable location and must contain all necessary personnel, materials, equipment, facilities, and supervision to provide for collection, security, and temporary storage and transportation of the specimen to a certified laboratory.

When the driver arrives at the collection site, the collection site employee will ask for identification. The driver may ask the collection site person for identification.

The driver will be asked to remove all unnecessary outer garments (coat, jacket) and secure all personal belongings. The driver may keep his/her wallet.

The driver will then wash and dry his/her hands. After washing hands, the driver must remain in the presence of the collection site person and may not have access to fountains, faucets, soap dispensers, or other materials that could adulterate the specimen.

The collection site person will select, or allow the driver to select, an individually wrapped or sealed container from the collection kit materials. Either the collection site person or the driver, with both individuals present, must unwrap or break the seal of the collection container. The seal on the specimen bottle may not be broken at this time. Only the collection container may be taken into the room used for urination.

The driver is then instructed to provide his/her specimen in a room that allows for privacy.

The specimen must consist of at least 45 mL of urine. Within 4 minutes after obtaining the specimen, the collection site person will measure its temperature. The acceptable temperature range is 90 to 100 degrees Fahrenheit. If the

specimen temperature is outside the acceptable range, the collector must note this on the CCF and must immediately conduct a new collection using direct observation procedures outlined in Sec. 40.67. Both specimens must be sent to the lab for testing. The collector must notify both the DER and collection site supervisor that the collection took place under direct observation and the reason for doing so.

The collection site person will also inspect the specimen for color and look for signs of contamination or tampering. If there are signs of contamination or tampering, the collector must immediately conduct a new collection using direct observation procedures outlines in Sec. 40.67. Both specimens must be sent to the lab for testing. The collector must notify both the DER and collection site supervisor that the collection took place under direct observation and the reason for doing so.

The 45mL sample provided must be split into a primary specimen of 30 mL and a second specimen (used as the split) of 15 mL. The collection site person must place and secure the lids on the bottles, place tamper-evident bottle seals over the lids and down the sides of the bottles, and write the date on the tamper-evident seals. The driver then initials the tamper-evident bottle seals to certify that the bottles contain specimens he/she provided. All of this must be done in front of the driver.

All identifying information must be entered on the CCF by the collection site person.

The CCF must be signed by the collection site person, certifying collection was accomplished in accordance with the instructions provided. The driver must also sign this form indicating the specimen was his/hers.

The collector is responsible for placing and securing the specimen bottles and a copy of the CCF into an appropriate pouch or plastic bag.

At this point, the driver may leave the collection site.

The collection site must forward the specimens to the lab as quickly as possible, within 24 hours or during the next business day.

Laboratory analysis: As required by FMCSA regulations, only a laboratory certified by the Department of Health and Human Services (DHSS) to perform urinalysis for the presence of controlled substances will be retained by Nuclear Sonics. The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance, and scientific analytical methodologies.

All specimens are required to undergo an initial screen followed by confirmation of all positive screen results.

Results: According to FMCSA regulation, the laboratory must report all test results directly to Nuclear Sonics' medical review officer (MRO). All test results must be transmitted to the MRO in a timely manner, preferably the same day that the review by the certifying scientist is completed. All results must be reported.

The MRO is responsible for reviewing and interpreting all confirmed positive, adulterated, substituted, or invalid drug test results. The MRO must determine whether alternate medical explanations could account for the test results. The MRO must also give the driver who has a positive, adulterated, substituted, or invalid drug test an opportunity to discuss the results prior to making a final determination. After the decision is made, the MRO must notify the DER.

If the MRO, after making and documenting all reasonable efforts, is unable to contact a tested driver, the MRO shall contact the DER instructing him/her to contact the driver. The DER will arrange for the driver to contact the MRO before going on duty.

The MRO may verify a positive, adulterated, substituted, or invalid drug test without having communicated with the driver about the test results if:

- the driver expressly declines the opportunity to discuss the results of the test;
- neither the MRO or DER has been able to make contact with the driver for 10 days; or
- within 72 hours after a documented contact by the DER instructing the driver to contact the MRO, the driver has not done so.

Split Sample: As required by FMCSA regulations, the MRO must notify each driver who has a positive, adulterated, or substituted, drug test result that he/she has 72 hours to request the test of the split specimen. If the driver requests the testing of the split, the MRO must direct (in writing) the lab to provide the split specimen to another certified laboratory for analysis.

The driver will pay for the testing of the split specimen.

If the analysis of the split specimen fails to reconfirm the results of the primary specimen, or if the split specimen is unavailable, inadequate for testing, or unstable, the MRO must cancel the test and report the cancellation and the reasons for it to the DER and the driver.

Specimen Retention: Long-term frozen storage will ensure that positive urine specimens will be available for any necessary retest. Nuclear Sonics ' designated drug testing laboratory will retain all confirmed positive specimens for at least 1 year in the original labeled specimen bottle.

Confidentiality/Recordkeeping

All driver alcohol and controlled substance test records are considered confidential (Sec. 382.401). For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure manner, under lock and key, accessible only to the program administrator.

Driver alcohol and controlled substance test records will only be released in the following situations:

- to the driver, upon his/her written request;
- upon request of a DOT agency with regulatory authority over Nuclear Sonics;
- upon request of state or local officials with regulatory authority over Nuclear Sonics;
- upon request by the United States Secretary of Transportation;
- upon request by the National Transportation Safety Board (NTSB) as part of an accident investigation;
- upon request by subsequent employers upon receipt of a written request by a covered driver;
- in a lawsuit, grievance, or other proceeding if it was initiated by or on behalf of the complainant and arising from results of the tests; or
- upon written consent by the driver authorizing the release to a specified individual.

All records will be retained for the time period required in Sec. 382.401.

Driver Assistance

Driver Education and Training (Sec. 382.601): All drivers will be given information regarding the requirements of Part 382 and this policy by their supervisor. All drivers will be given training booklets.

Bryan Hallenbeck will provide training during orientation.

Referral, Evaluation, and Treatment (Sec. 382.605): According to FMCSA regulation, a list of substance abuse professionals will be provided to all drivers who fail an alcohol test or test positive for drugs.

The driver will pay for the evaluation by the SAP and any treatment required.

According to FMCSA regulations, prior to returning to duty for Nuclear Sonics, a driver must be evaluated by a SAP and must complete the treatment recommended by the SAP. Successful completion of a return to duty test and all follow-up tests is mandatory.

Discipline

The company may not stand-down a driver before the MRO has completed his/her verification process unless the company has applied for and has received an FMCSA issued waiver.

According to FMCSA regulation, no person who has failed an alcohol or drug test, or refused to test, will be allowed to perform safety-sensitive functions until the referral, evaluation, and treatment requirements have been complied with. The following company disciplinary measures apply to all reasonable suspicion, post-accident, and random tests.

Controlled Substance Positive Test Result: Upon notification that a driver has a drug test result of positive, adulterated, or substituted, the driver will be given the option of requesting a test of the split sample within 72 hours. If the driver has requested a test of the split sample, the driver will be suspended without pay until the results of a split sample test are obtained.

If the driver doesn't request a split sample test or the split sample test confirms the initial positive, adulterated, or substituted, drug test result, the driver will be suspended without pay.

If the split sample testing disputed the initial test results or if the initial test results are designated invalid, the driver will be reinstated.

Refusal to Test: A driver's refusal to test for alcohol or controlled substances will be considered a positive test result. Adulteration or tampering with a urine or breath sample is considered conduct that obstructs the testing process and is considered a refusal to test. A driver whose conduct is considered a refusal to test will be terminated.

Failed Alcohol Test Result: Upon notification that a driver has failed an alcohol test (0.04% BAC or greater), the driver will be terminated.

Upon notification that a driver tested 0.02% BAC or greater, but less than 0.04% BAC in initial and confirmatory tests for alcohol, the driver will be terminated.

Annual Certification of Violations and Record Review

Section 391.27 of the FMCSR requires all commercial drivers to submit a list of all motor vehicle violations (except parking violations) to the carrier at least once every twelve (12) months. This includes violations that resulted in conviction or forfeiture of bond or collateral. In addition, the Commercial Motor Vehicle Safety Act of 1986 and the FMCSR, Section 391.11, require drivers who operate vehicles with a gross weight rating of more than 26,000 pounds to have a current and valid commercial driver's license.

A. Certification of Violations and Record Review

The Certification of Violations and Record Review must be completed each year. At the time of the initial qualification, the driver's violations record for the preceding twelve (12) months must be reviewed. At the time of the Annual Review, the driver's record for the preceding calendar year must be reviewed. The certification must be recorded on the Annual Review of Driving Record form.

The Office Manager will complete the following steps when performing the annual review:

1. Request a Motor Vehicle Record (MVR) Report from the driver.
2. Compare the MVR to the Certification of Violations
Upon receipt of the MVR, compare the MVR to the driver's Certification of Violations. All discrepancies must be resolved by the Office Manager, if discrepancies cannot be resolved, and the driver does not meet DOT minimum requirements, the driver will no longer be permitted to operate a commercial vehicle.
3. Evaluate the MVR and Certification of Violations
Review the driver's records and certification to ensure that the driver meets the FMCSR. Examine the driver's entire record, including the accident record. Significant emphasis must be placed on violations that indicate a disregard for public safety (i.e. speeding, reckless driving and operating under the influence of drugs or alcohol).
4. Visually check the driver's license to ensure that it is current and is the proper class for the vehicle being operated. Attach a photocopy to the completed review.

5. Visually check the driver's Medical Examiner's Certificate to ensure that the driver is qualified and the certificate is current (within 2 years of the exam date). Attach a photocopy to the completed review.

B. Standards for Disqualification

If any driver does not meet the DOT qualifications or violates established regulations, the driver is disqualified from operating a commercial vehicle. See Section 391.15 of the FMCSR for more details.

In addition to the DOT qualifications, NSA has established specific qualifications for their commercial drivers. The following is a list of violations that may result in disciplinary action up to and including termination.

1. Criminal offenses while driving "on duty" and operating a commercial vehicle. The criminal offenses are as follows:
 - a) Operating a motor vehicle under the influence of alcohol or drugs as prescribed by the DOT. (If the DUI is in a private vehicle, it must be reviewed by the Human Resource Manager.)
 - b) Transporting, possessing or using unlawful drugs as specified by the DOT.
 - c) Leaving the scene of an accident, which resulted in injury or death.
 - d) A felony involving the use of a motor vehicle.
2. Falsifying the Driver's Certification of Violations Form.
3. A maximum of three (3) moving violations, accidents or incident (individually or combined) in a commercial vehicle, and/or Four (4) in any vehicle, commercial or private, within the past twelve (12) months.

Driver's Vehicle Inspections Policy

Nuclear Sonics is committed to following a strong daily inspection program. Department of Transportation (DOT) regulations require commercial motor vehicles to be inspected every day they are operated. Our daily inspection procedures will help avoid DOT penalties and provide a sound basis for a good inspection and maintenance program. Daily inspection of vehicles will help prevent small problems from becoming big problems.

Driver's Vehicle Inspections Procedures

Driver Pre-trip Inspection

Each driver must be satisfied that equipment is in proper working condition prior to operating a vehicle.

This includes the following equipment:

- Service brakes, including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Wheels and rims
- Coupling devices
- Emergency equipment

The driver will also review the last completed Driver's Vehicle Inspection Report to verify that any needed repairs were made to the vehicle. If an authorized signature certifies that defects were corrected or that correction was unnecessary, the driver shall sign the third signature line of the form. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are handled appropriately.

Driver on-the-road inspections

Once on the road, the driver must reexamine his/her vehicle:

- at each change of duty status,
- after driving for 3 hours; or
- after driving for 150 miles, whichever occurs first.

If a problem is found, the driver will either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility.

Driver post-trip inspection report

Each driver is required to complete a written report on each vehicle's condition at the end of the day, or when he/she finishes driving the vehicle for that day. A vehicle includes a power unit and trailer or trailers.

The vehicle must be identified on the report. The regulations require that any defects in the following equipment items be noted:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

The driver must also note any other defects that would affect the safe operation of the vehicle or result in its mechanical breakdown. The report must also indicate if no defects are found. The driver must sign the report.

No defects: When no safety related problems are reported by the driver, the driver submits the copy of the inspection report to the office in Ankeny.

Defects: When a driver reports safety related problems, he/she submits all copies to the office. Bryan Hallenbeck or Sue Young will sign the report indicating that repairs have been made (or are not required to be made). The vehicle inspection report must be signed by the next driver to operate the vehicle.

The original copy of the inspection report and certification of repairs will be in Ankeny.

The original copies of inspection reports on which no defects were noted will be retained for 12 months. The original copies of inspection reports on which defects were noted, and the certification of repairs, will be retained for 12 months.

DRIVER'S VEHICLE INSPECTION REPORT

CARRIER: NUCLEAR SONICS

ADDRESS: P.O. BOX 6 NEW RICHMOND, WI 54017

DATE: _____ TIME: _____ A.M. _____ P.M.

TRUCK NO. _____ ODOMETER READING _____

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

- SERVICE BRAKES
- PARKING (HAND) BRAKES
- STEERING MECHANISM
- LIGHTING DEVICES AND REFLECTORS
- TIRES
- HORN
- WINDSHIELD WIPERS
- REAR VISION MIRRORS
- COUPLING DEVICES
- WHEELS AND RIMS
- EMERGENCY EQUIPMENT

REMARKS: _____

- CONDITION OF ABOVE VEHICLE IS SATISFACTORY
- ABOVE DEFECTS NEED TO BE CORRECTED FOR THE SAFE OPERATION OF THIS VEHICLE

DRIVER'S SIGNATURE _____ DATE _____