

May 5, 2016

All employees of Century Aluminum Hawesville
1627 State Route 3543
Hawesville, KY 42348

RE: Random Drug Testing

All Employees,

In accordance with Article 16 Safety and Health part (XI) Alcohol and Drug Abuse Policy the Company and Local 9423 have reached the attached (Random Drug screen Bargaining Unit Flow Sheet) agreement concerning the procedure to be used for random drug and alcohol testing.

Testing will begin on July 1, 2016.

Please sign below and return to your Supervisor to acknowledge that you have been made aware of this flow chart and understand its meaning. Your signature does not mean that you necessarily agree with the policy, only that you have received the notification.

If you have questions please feel free to call me.

Thank you,

Joe West
HR Manager

Employee Name and Clock # (Please Print)

Date

Employee Signature

Random Drug Screen

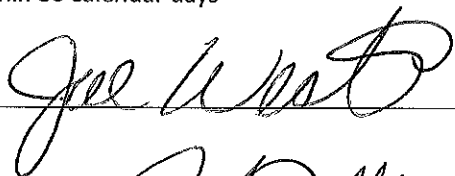
Bargaining Unit

Flow Sheet

- Bargaining Unit Random Drug Testing conducted monthly.
 - 3 % of the Bargaining Unit Population will be tested monthly.
 - Random List will be pulled by the Medical Department on the first business day of each month.
 - The list will be generated via computer program and the Union President will be forwarded a copy of the list at the end of each month. The Union President or his/her designee will have the option to be present at the time of the drawing in order to witness that the list is properly sealed.
- Testing Process
 - Employees badge will be turned off at time of notification and security will escort employee to the medical department.
 - Employees who are scheduled off for any reason will have their badge deactivated and upon return to work will be escorted by security to the Medical Department. The badge will be reactivated after the test is successfully completed.
 - A union representative must be present for the test.
 - The employee will complete the consent for testing/union representative will also sign.
 - The employee will be asked to empty all pockets and refrain from smoking, chewing 15 minutes prior to testing.
 - Saliva alcohol testing will be completed by swabbing the inner cheek with the test pad. The test will be read in 4 minutes.
 - The employee will be instructed to fill urine test cup to the line and place cup on the counter. Do not turn water on or flush commode.
 - Bathroom door will be shut for privacy.
 - The urine test will be read within 5 minutes. Temperature and additives will be checked.
 - Test results will be given to the employee.
 - Negative Results-----The employee may return to work and the specimen will be discarded.
 - Non-Negative Results-----If the employee has a prescription on file for the classification that is showing positive on the test cup and the medical department deems acceptable, the employee may return to work. The urine sample will be submitted to the lab per protocol. The employee will need to produce a current prescription for the medication to the medical department within 24 hours. An impairment test will be conducted on all non-negative test results and employee may return to work if no impairment detected.
 - Positive Results-----The employee will be sent home pending results from the Gas Chromatography Testing----The employees wages will be made whole for any negative results. The employee will not be paid for confirmed positive results and will be referred to the company EAP program per policy.
 - Employee will not be allowed to drive from plant site under the influence of drugs or alcohol. Employee will need to make transportation arrangements or a cab will be called at the expense of the company.
 - Employee will receive one incident under the attendance policy.

If either party feels the need to meet, then they will contact the appropriate party in writing, and a meeting will be held within 30 calendar days

HR Manager



Date

5/4/2016

Local Union President



Date

5/4/16