

MONA ELECTRICAL SERVICE, INC.

November 8, 1991

MONA ELECTRICAL SERVICE, INC. DRUG POLICY

- It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance and is prohibited at the Mona Electrical Service, Inc. workplace.
- The disciplinary action is that you will be fired for violation of this prohibition.
- We at Mona have established a drug free awareness program to inform employees about (a) the dangers of drug abuse in the workplace, (b) the Mona Group's policy of maintaining a drug free workplace, (c) any available drug counseling, rehabilitation and employee assistance programs and (d) the penalties that may be imposed upon employees for drug abuse violations.
- Each employee should realize that, as a condition of employment, the employee agrees not to violate the company's drug policy and to notify the employer of any criminal drug statute conviction no later than five days after such conviction.
- It is MESCO's duty on federal jobs to notify the government agency of any employee who has been convicted of drug abuse.
- We require any convicted employee to either participate in a drug rehabilitation program or we will discipline the employee.
- It is the company's responsibility to perform a good faith effort to continue to maintain a drug free workplace.

MET TESTING RESCHEDULED

Reminder: The MET Testing seminar will now be held on Thursday, November 14th from 4:00 to 5:30 p.m. in the Christmas In April room located on the 1st floor of 7915 Malcolm Road. Seating is again limited and will be assigned only by reservation. Contact Barbara Huber at 868-8400 for reservations. We apologize for the schedule change.

HOW TO GET THINGS DONE

If there is something you need to get done and you are not sure how to go about it, we have a "How To Get Things Done" list posted in our kitchen. Over the next few newsletters we will publish a few of these items:

- Camera - Barbara Huber ext. 345
- License and Permits - Betty Beach ext. 376
- Radios - Janet Miller - ext. 315
- Parking Tickets - Betty Beach - ext. 376

VETERANS DAY

The field will not be working on Monday, November 11th observing the Veterans Day Holiday. The office employees will carry out the annual "Clean Up Day" in the office.

EMPLOYEES OF THE MONTH

Hip, Hip, Hooray for Carla Hill and Lionel Thomas as they are our November 1991 Employees of the Month. Keep up the positive attitude and outstanding level of teamwork.

MOSH/OSHA VIOLATIONS

Inspectors are mandated to inspect for safety violations. Keep in mind they are not only looking out for job safety, but to increase their revenue so that they are self-sustaining. There-

fore, MOSHA is charging \$1,700.00 for first fines. An example of items that will result in a fine is something as small as a cut ground prong on extension cords. Be aware that these infractions are being enforced heavily. Be prepared - do you have any defective extension cords - if so, repair or replace as per OSHA specifications. Make sure ground pins are intact and use those GFI outlets for temporary power. We cannot tolerate these large OSHA violation fines.

VOLUNTEER PROGRAM

Mona has made a commitment to the community by getting involved and donating to over 125 charities each year. We encourage you to be part of the solution and not the problem by getting involved.

Here is a listing of Voluntary Action Centers you can call to get more information on local organizations that can use your help:

D.C.	202/638-2664
Charles County	301/283-2113
Montgomery Co.	301/217-4949
Howard County	301/381-0980
Prince George's	301/779-9444
Alexandria	703/836-2176
Arlington	703/358-3222
Fairfax	703/246-3460

SUBSTANCE ABUSE UPDATE

Children use alcohol and other drugs to feel grown up, in control. They may see their parents and their parents' friends drinking and smoking. They believe that many of their favorite musicians are smoking marijuana or snorting cocaine. They watch glamorous people in ads laughing and sharing cigarettes aboard yachts or sitting around fireplaces in ski lodges sipping drinks. And kids can't wait to grow up!

SAFETY NOTE

Be sure you know what is behind your vehicle before backing up.

EEOE