



Drug and Alcohol Policy

In order to maintain a safe and productive work environment for all employees, no alcohol, illegal drugs, or other prohibited substances are allowed on Kirby property. Employees are prohibited from reporting to work, or from working, under the influence of alcohol or drugs, or with detectable amounts of drugs in their systems, regardless of how, when, or where the substance entered the employee's system. The sale, promotion, or purchase of drugs on company premises is strictly prohibited. Any employee found in violation of these rules will be subject to immediate termination.

In keeping with this policy, applicable federal regulations, and as a further precaution in our effort to protect our workplace from the presence of alcohol and drugs, employees may be required to take drug and alcohol tests upon request. Employees and their property will be subject to search at any time while on company property. Entry onto company property and continued employment is specifically conditioned upon consent to such testing and searches. Any employee refusing to cooperate in any such testing or search will be subject to immediate termination.

Employees may maintain on company premises prescription drugs and over-the-counter medication, provided any prescription drugs have been prescribed by a doctor for the person in possession of the drugs, the drugs are kept in their original container, and the use of the drugs will not impair the senses or reactions of the employee.

Employees who feel they have a substance abuse problem are encouraged to seek rehabilitation. Any employee who voluntarily enters a bona fide drug or alcohol rehabilitation program will be given a leave of absence, in accordance with the company's personal leave or absence policy, in order to complete the program, and will not be subject to disciplinary action, provided he or she remains in strict compliance with the program, successfully completes the program and remains free of drugs or alcohol thereafter. This rehabilitation amnesty will only be given one time to any employee, and will not be available to any employee after he or she has notice that a drug or alcohol test is to be given, or after an event has occurred which could lead to testing. The description above is a summary of the Kirby Drug & Alcohol Policy. If there is a conflict between this summary and the Policy, the language in the Policy will apply. The Policy may be viewed at <https://sss2.ceridian.com/kirbycorp>.

Exclusion The moderate use of alcohol at company approved meetings or functions in connection with business entertainment or in an appropriate social setting, is not prohibited by this policy when the consumption of alcohol has been approved by management.

A handwritten signature in black ink, appearing to read "Bill Ivey", written over a horizontal line.

Bill Ivey
President, Kirby Inland Marine, LP