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1 Purpose

To reduce the likelihood of incidents and injuries, Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) has established this Fitness for Duty Standard to ensure our employees are in suitable physical condition, well rested and properly prepared to perform their duties. This includes pre-employment and post-injury physical evaluations, managing work schedules to prevent excessive fatigue and the use of mentors to guide the development of new (Short-Service) employees. Silver Eagle Houston requires each employee to report to work in an emotional, mental and physical condition necessary to perform his or her job in a safe and competent manner.

2 Roles and Responsibilities

2.1 Managers and Supervisors

Managers and supervisors will ensure that each employee working under them has undergone a post-offer/pre-hire physical evaluation by a medical provider prior to beginning their duties. They will also manage work schedules to avoid excessive on-duty hours that might lead to fatigue. Managers and supervisors should also serve as mentors or designate experienced employees as mentors to newly hired employees.

2.2 HSE Department

The HSE Department will work with Silver Eagle Houston's medical providers to ensure that injured employees or those that have experienced significant personal medical episodes are medically cleared to return to full duty before resuming their normal job functions. In cases where the employee is medically released with restrictions, Silver Eagle Houston will make efforts to ensure the employee's return to work through job modification or temporary job reassignment.

2.3 HR Department

The HR Department will coordinate with Silver Eagle Houston's medical providers to ensure all employees have received appropriate medical screening, including all required drug and alcohol screening, after a job offer has been made but before the employee is formally hired and begins their duties.

2.4 Employees


Employees are responsible for:

- Performing their job duties in a safe and effective manner, with or without reasonable accommodations during the entire time at work;
- Notifying their supervisor when not fit for duty; and
- Notifying the supervisor when a coworker is observed acting in a manner that indicates the coworker may not be fit for duty.

3 Requirements

3.1 Pre-employment Evaluations

Prior to formal hire and assumption of duties, each applicant with an offer of employment will undergo a medical evaluation of their physical, mental and psychological condition and their ability to safely perform their job duties as outlined in an established job description. This evaluation will

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include a medical questionnaire and a physical evaluation by a medical professional. Determination of the applicant’s ability to perform the duties stated in the job description will be submitted by the medical provider directly to the HR Department prior to the finalization of the hiring process.

3.2 Return to Work

3.2.1 Prior to resuming normal job duties, a return to work medical evaluation or a medical release from the treating physician will be required in the following circumstances:

- The employee is returning to service after an absence of thirty days or more (other than vacation);
- The employee has suffered an on-duty injury and has received medical treatment per the Injury Benefits Plan;
- The employee has undergone surgery or a medical operation or the employee has been hospitalized for any reason that could impact their ability to function within the job description requirements; or
- The employee has suffered an off-duty injury.

3.2.2 If the medical evaluation or release includes limitations or restrictions that affect the employee’s ability to fully perform their normal job duties, Silver Eagle Houston management will make efforts to provide modified job duties, reasonable accommodations or temporary/permanent job reassignment, as appropriate.

3.2.3 Return to work requirements for drug or alcohol related situations are outlined in SED-CORP-HSE-2-005 – Substance Abuse & Testing Standard and SED-CORP-HSE-3-001 – Substance Abuse & Testing Procedures.

3.3 Fatigue Management

Excessive fatigue increases the likelihood of work-related incidents and injuries. To ensure employees are adequately rested and in suitable condition to perform their job duties safely, managers and supervisors will establish work schedules so that no employee is on duty for more than sixteen consecutive hours. Except in extraordinary circumstances and when approved by senior management, every employee shall be provided ample off-duty time to allow for at least eight hours of sleep between work shifts.

Drivers subject to FMCSA hours of service regulations shall comply with those requirements.

3.4 Short-Service Employees

Newly hired (Short-Service) employees who are inexperienced at their job duties present a higher risk of incident or injury. To reduce this risk, each non-office short-service employee will be assigned an experienced mentor to provide guidance and supervision. Mentors are to provide coaching to the short-service employee on methods to perform their job duties safely and efficiently in accordance with Silver Eagle Houston’s requirements.

Employees will be allowed to work unsupervised without a mentor when:

- They have gained a full understanding of their job duties;



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- They have demonstrated a consistent ability to perform their job functions in a safe and competent manner; and
- They have completed all required HSE and other training.

4 References

Substance Abuse & Testing Standard - SED-CORP-HSE-2-005

Substance Abuse & Testing Procedures - SED-CORP-HSE-3-001

5 Document Revision Register

Revision #	Section #	Date	Revision Description
0		01/01/2020	Initial Issue