

COMMITTED TO A **DRUG-FREE** WORKPLACE.



Securitas Critical
Infrastructure Services



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Securitas Critical
Infrastructure Services

DRUG-FREE WORKPLACE POLICY

Purpose and Goal

The Company is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use can be disruptive and adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative effect on productivity and morale. Through education, training, and enforcement of a substance free workplace policy, we will work toward our goal of providing a healthy, productive, and safe environment for all employees.

Prohibited Behavior

The Company prohibits the use, possession, consumption, manufacture, sale, purchase, transfer, dispensation, distribution and/or transportation of alcohol, illegal drugs, and/or controlled substances, including marijuana, while on duty, on Company and/or client premises, or in Company or client vehicles. This policy also prohibits any employee from reporting to the workplace, on either Company and/or client premises, or in Company or client vehicles while under the influence of alcohol, illegal drugs, and/or controlled substances, including marijuana. All illegal substances found in the workplace will be confiscated and turned over to the appropriate law enforcement agency immediately. Portions of this policy may vary due to individual state laws. Violation of this policy can result in disciplinary action, up to and including termination.

Company Drug Testing Program

In order to achieve a drug-free workplace, the Company has instituted a drug testing program. All employees, as a condition of employment, are subject to drug testing in accordance with this policy.

When are drug tests conducted?

- “Post offer” drug testing will be conducted to prevent hiring individuals who are under the influence of a controlled substance. All qualified applicants who have accepted an offer of employment must submit to a drug test. There is no cost to the contingent employee.
- “Reasonable cause” drug and/or alcohol testing is meant to prohibit individuals from reporting to work under the influence of a controlled substance. Reasonable cause testing will be conducted when an employee displays observable behaviors and/or symptoms that suggest drug or alcohol use or a drug-free workplace policy violation.
- “Post-accident” drug and/or alcohol testing will be conducted only if there is reasonable suspicion to believe drug and/or alcohol use caused or contributed to the cause of the workplace injury, illness, and/or accident.

- The Company does not maintain a random drug testing program for all employees; however, certain clients may require random testing as a contract condition. Such testing is conducted according to contract requirements and applicable law.
- The Company does not maintain a periodic drug testing program for all employees; however, certain clients may require random testing as a contract condition. Such testing is conducted according to contract requirements and applicable law.
- The Company does not maintain a periodic drug testing program for all employees; however, certain clients may require periodic testing as a contract condition. Such testing is conducted according to contract requirements and applicable law.

How is alcohol and drug testing conducted?

- Drug and alcohol testing may be conducted in the local Company office using an oral fluid drug or alcohol screening device, where state laws permit. The process takes approximately 10 minutes to obtain a result. If the result is inconclusive, the donor will be directed to a lab-based collection facility to submit a urine specimen or a breath alcohol confirmatory test.
- Where state law or client contract require lab-based testing, donors will be directed to a local collection facility to provide a urine or hair follicle drug specimen and/or breath alcohol test.
- Refusal to take an alcohol and/or drug test in accordance with this Policy is grounds for disqualification from the hiring process or termination from employment.
- If a candidate fails a drug test, he/she must wait 90 days before reapplying or being considered for employment.

The Company tests for the following substances/drugs/drug metabolites using one of the following tests:

Drug Name		Oral Screen	5 Panel	10 Panel*
Amphetamines	(AMP/mAMP)	✓	✓	✓
Methlenedioxymethamphetamine	(MDMA)	✓		
Opiates/Morphine	(OPI/MOR)	✓	✓	✓
Cocaine	(COG)	✓	✓	✓
Marijuana	(THC)	✓	✓	✓
Phencyclidine	(PCP)	✓	✓	✓
Barbiturates	(BAR)			✓

Drug Name		Oral Screen	5 Panel	10 Panel*
Benzodiazepines	(BZO)			✓
Propoxyphene	(PPX)			✓
Methadone	(MID)			✓
Methaqualone				✓

* Other panels may be required pursuant to client contract, but the 10 panel is a complete list of all possible drugs that may be tested.

Treatment and Prevention

If you are concerned that someone you know has a drug and/or alcohol abuse problem, immediate help is essential. Information and assistance are available from public and private health agencies, hospitals, Alcoholics Anonymous and Narcotics Anonymous. People in these specialty areas can answer questions about addiction, drugs and treatment, or direct you to someone who can. For a list of community resources, please see Appendix IV. The Company will, to the extent feasible, provide continuing awareness programs about the harmful effects of drugs and alcohol.

Confidentiality

All information received by the Company through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Employees and candidates have the right to a copy of their drug/alcohol test results from the collection site, if he/she requests it (this pertains to tests at collection sites only). Please contact your human resources representative for assistance.

Employee Responsibilities

Prescription Drugs – An employee who is required to use prescription drugs that may affect job performance, or risk the health and safety of others, must inform his or her supervisor of the potential effects. It may be necessary to obtain a doctor's certification to ensure the employee can safely perform the essential functions of the job.

Alcohol and Drug Arrests – An employee arrested for an alcohol or drug-related offense must notify Company management within twelve (12) hours of the arrest.

Marijuana Use – Marijuana is illegal under federal law. As a federal contractor and subcontractor, the Company may not employ or continue to employ a person who tests positive for marijuana use on any Federal contract or subcontract, or any contract requiring a security clearance. Other Federal requirements may also apply that forbid off-duty marijuana use. The Company will comply with all legal requirements.



Department of Transportation (DOT) Testing

Separate DOT drug testing procedures are required in accordance with DOT Rule 49 CFR Part 40 Section 40.1, for drug and alcohol testing of safety-sensitive transportation employees in aviation, trucking, railroads, mass transit, pipelines and other transportation industries where an employee:

- Transports passengers or property in a motor vehicle 26,001 or more pounds, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- Drives a vehicle designed to transport 16 or more passengers, including the driver; or
- Drives a vehicle of any size that is used to transport materials within the Hazardous Materials Transportation Act and which require the motor vehicle to have a placard under the Hazardous Materials Regulations.

When testing is regulated by the DOT, refer to the United States Department of Transportation drug and alcohol testing policy.

Employee Assistance Program (EAP)

In recognizing that the success of our Company and our business depends on the well-being of our employees, our Company offers an Employee Assistance Program (EAP) for full-time and part-time employees who have completed 90 days of service and their qualified dependents.

- An EAP can help employees decide what to do if they have a problem with alcohol or drugs.
- An EAP also can help an employee decide what to do if someone in his/her family or workgroup has a problem.
- Conversations with an EAP counselor are confidential.

APPENDIX I

Possible Indicators of Substance Abuse

- Excessive absenteeism or tardiness
- Unexplained, significant deterioration in individual job performance
- Sudden difficulty interacting with co-workers
- Unexplained absences from the normal work area
- Smell of alcohol or drugs on breath/person
- Glassy eyes or fixed focus
- Erratic or unusual behavior
- Slurred speech
- Difficulty in walking or frequent falls



Impact of Substance Abuse in the Workplace

- **Employee Health** - People who abuse alcohol or other drugs tend to neglect nutrition, sleep, and other basic health needs. Substance abuse depresses the immune system which may lead to excessive absenteeism and tardiness.
- **Productivity** - Employees who are substance abusers can be physically and mentally impaired while on the job. Substance abuse interferes with job satisfaction and the motivation to do a good job.
- **Decision Making** - Individuals who abuse alcohol and/or other drugs often make poor decisions and have a distorted perception of their ability.
- **Safety** - Common effects of substance abuse include impaired vision, hearing and muscle coordination and low levels of attention, alertness and mental acuity. This may lead to an increase in accidents and workers' compensation claims.
- **Employee Morale** - The presence of an employee with drug and/or alcohol problems creates a strain on relationships between coworkers.
- **Security** - Drug and/or alcohol abuse may lead to financial difficulties, theft, and/or dealing in the workplace.

APPENDIX II: Facts about Substance Abuse

According to the 2019 National Household Survey conducted by the Substance Abuse and Mental Health Services Administration (SAMHSA):

- Marijuana is the most commonly used illicit drug. Significant increases have been seen since 2018
- Slightly more than half of Americans aged 18 or older reported being current drinkers of alcohol (at least one drink in past 30 days).
- A binge drinker has 5 or more drinks on the same occasion. A heavy drinker has 5 or more drinks on the same occasion on at least 5 different days in the past 30 days.
- Approximately 1 in 10 Americans reported driving under the influence of alcohol at least once in the last year.
- Overall, an estimated 19.3 million Americans age 18 or older were classified with dependence on or abuse of either alcohol and / or illicit drugs (8% of the U.S. population).

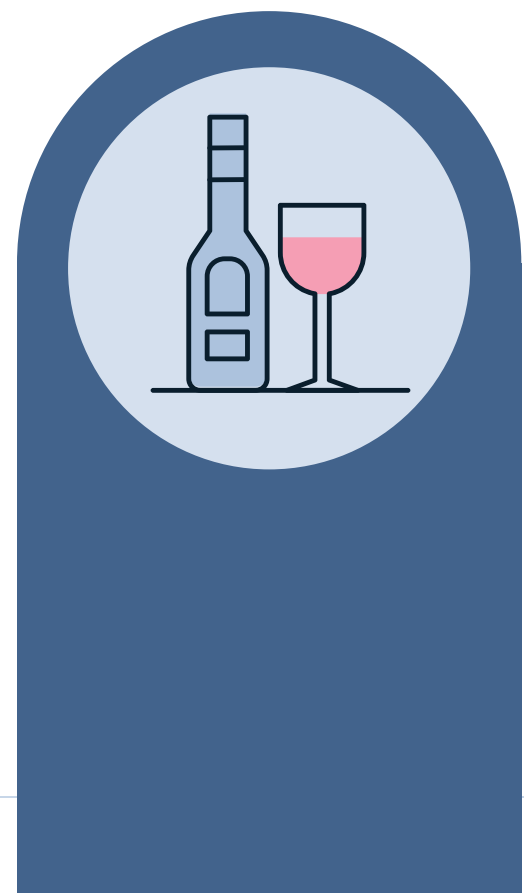
APPENDIX III: Types of Drugs

Alcohol

In American society, alcohol is a legal drug. Nonetheless, it is a depressant and is the most commonly abused drug. Use of alcohol effects judgment and decision-making abilities, slows down the central nervous system and brain function, and reduces coordination and reflex actions.

Signs and Symptoms of Abuse

- Dulled mental processes
- Lack of coordination
- Slowed reaction time
- Poor judgment
- Reduced inhibitions



Health Effects

- Decreased sexual function
- Liver disease
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and skin
- Kidney disease
- Ulcers
- Spontaneous abortion
- Birth defects—leading cause of preventable retardation

Hallucinogens

Hallucinogenic drugs distort the senses and often produce hallucinations—experiences that depart from reality. Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls intellect and keeps instincts in check because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries.

Street Names

LSD, Acid, Battery Acid, Blotter, Boomers, California Sunshine, Cid, Doses, Dots, Golden Dragon, Heavenly Blue, Loony Icons, Lucy in the Sky with Diamonds, Microdot, Pane, Purple Heart, Superman, Tab, Window Pane, Yellow Sunshine, Zen, etc.

Signs and Symptoms of Use

- Impaired concentration
- Confusion and agitation
- Muscle rigidity
- Profuse sweating

Health Effects

- Chronic users of PCP report persistent memory problems and speech difficulties.
- Some of these effects may last six months to a year, following prolonged daily use.
- PCP causes mood disorders, such as depression, anxiety, and violent behavior.
- In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations.
- Large doses may produce convulsions and coma, as well as heart and lung failure.

Inhalants

Inhalants are mood-altering substances that are voluntarily inhaled. Most substances used are easily obtained commercial and household products, such as shoe polish, glue, gasoline, lighter fluid, nitrous oxide or “whippets,” spray paint, correction fluid, cleaning fluid, amyl nitrite or “poppers,” locker room deodorizers or “rush,” and lacquer thinner or other paint solvents.

Because they are common products, inhalants are often a young person’s first attempt at “getting high.”

Street Names

Air blast, Ames, Amys, Aroma of Men, Bolt, Boppers, Bullet, Buzz Bomb, Discorama, Hardware, Highball, Huff, Locker Room, Medusa, Moon Gas, Oz, Pearls, Poppers, Quicksilver, Rush Snappers, Snappers, Snotballs, Spray, Texas Shoe Shine, Thrust, Toncho, Whippets, Whiteout, etc.

Signs and Symptoms of Abuse

Inhaling solvents allows the substance to reach the bloodstream very quickly. Immediate negative effects include:

- Nausea
- Vomiting
- Sneezing
- Slurred speech
- Coughing
- Poor coordination
- Nosebleeds
- Loss of appetite
- Fatigue

Health Effects

- Brain damage
- Debilitating effects on the central nervous system
- Weight loss
- Fatigue
- Electrolyte imbalance
- Muscle fatigue
- Permanent damage to the nervous system



Marijuana

Marijuana is a derivative of the hemp plant and is used for its intoxicating effects and dreamy state of relaxation and euphoria. All forms of marijuana have negative physical and mental effects. The active ingredient in marijuana is Delta-9-Tetrahydrocannabinol, or THC, and is present in all forms of the drug. Some states have legalized marijuana for medical purposes. Only a few states have legalized marijuana for recreational purposes. It is still considered an illegal drug under federal law.

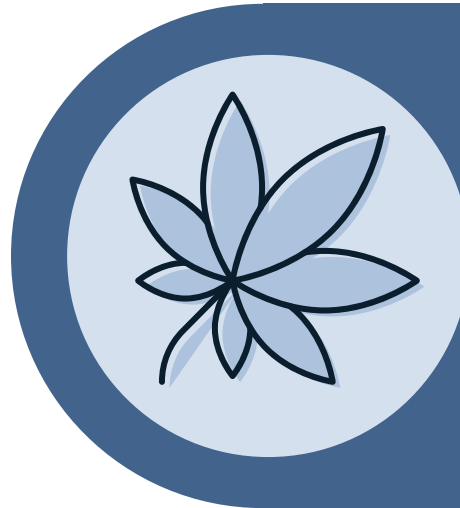
Street Names

Astro turf, Bhang, Blunt, Boom, Chronic, Dagga, Dope, Gangster, Ganja, Grass, Hemp, Herb, Mary Jane, Nederweed, Pot, Purple Haze, Reefer, Roach, Smoke, Skunk, Texas Tea, Weed, Widow, etc.

Signs and Symptoms of Use

Physical

- Substantial increase in heart rate
- Bloodshot eyes
- Dry mouth and throat
- Coughing
- Dilated pupils
- Increased appetite
- Chronic sore throat
- Temporary loss of fertility



Mental

- Impaired or reduced short-term memory and comprehension
- Altered sense of time
- Changed sensory perception-sight, smell, hearing, touch
- Reduced ability to perform tasks requiring concentration and coordination, such as driving a car

Health Effects

- Emphysema-like symptoms
- Respiratory track and sinus infections
- Lowered immune system response

Narcotics or Opiates

Narcotic analgesics are the most effective compounds used for pain relief. The most common opiates include opium, morphine, codeine, heroin and methadone. Heroin comes in the form of a white powder, and accounts for over 90% of the opiate abuse in the United States.

Street Names

Smack, A Bag, Horse, H, Black Tar, Tootsie Roll, Junk, Nose Drops, Hell Dust, etc.

Brand Names

Morphine, Codeine, Percodan, Dilaudid, Vicodin, Darvon, Demerol, Methadone, etc.

Signs and Symptoms of Use:

Narcotics initially produce a feeling of euphoria that is often followed by:

- Drowsiness
- Nausea and vomiting
- Constricted pupils
- Watery eyes and itching
- Low and shallow breathing
- Clammy skin
- Impaired respiration
- Convulsions
- Coma
- Possible death

Health Effects

- Tolerance to narcotics develops rapidly and addiction is likely.
- The use of contaminated syringes may result in diseases such as HIV/AIDS, endocarditis, skin infections, and hepatitis.
- Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.



Sedatives/Depressants

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. There are three categories of sedatives: barbituates, benzodiazepines, and non-barbituates.

Street Names

Barbs, Candy, Downers, Phennies, Reds, Red Birds, Sleeping Pills, Tooies, Tranks, Yellows, Yellow Jackets, etc.

Brand Names

Xanax, Valium, Halcion, Librium, Ativan, Klonopin, Amytal, Nembutal, Seconal, Phenobarbital, etc.

Signs and Symptoms of Use

- Slurred speech
- Staggered walk
- Altered perception
- Coma and death

Health Effects

- The use of depressants can cause both physical and psychological dependence.
- When regular users suddenly stop taking large doses, they can develop withdrawal symptoms ranging from restlessness, insomnia and anxiety, to convulsions and death.
- Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Stimulants

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine or “crank” is an extremely addictive stimulant drug that is chemically similar to amphetamine. It takes the form of a white, odorless, bitter-tasting crystalline powder, which is generally smoked, and is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body.

Street Names

METH: Beannies, Brown, Chalk, Crank, Chicken feed, Cinnamon, Crink, Crypto, Fast, Getgo, Methlies Quik, Speed, Tick Tick, Tweak, Wash, Yellow powder, etc.

CRYSTAL METH: Batu, Blade, Cristy, Crystal, Crystal glass, Glass, Hot ice, Ice, Quartz, etc.

Signs and Symptoms of Abuse

- Mood changes
- Impaired concentration
- Impaired mental functioning
- Swings between apathy and alertness

Health Effects

- Increased heart and respiratory rates
- Elevated blood pressure
- Sweating
- Headaches
- Blurred vision
- Dizziness
- Sleeplessness and anxiety
- Rapid or irregular heartbeat
- Poor coordination
- Physical collapse



Cocaine

Cocaine is the most potent stimulant of organic origin and the most widely used illegal stimulant. Although cocaine has been used in the past as a topical anesthetic, its therapeutic uses have almost been eliminated due to the development of safer anesthetics. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Crack is cocaine that is processed into tiny chips having the appearance of slivers of soap. Crack has become a very popular form of cocaine, since it is inexpensive and relatively easy to use. It is smoked in a pipe or rolled with tobacco in a cigarette.

Street Names

Powder Form: Aunt Nora, Bernice, Binge, Blow, C, Charlie, Crack, Coke, Dust, Flake, Mojo, Nose Candy, Paradise, Sneeze, Sniff, Snow, Toot, White, etc.

Crack Cocaine: 24-7, Apple Jacks, Badrock, Ball, Base, Beat, Candy, Chemical, Cloud, Cookies, Crack, Crumbs, Crunch & Munch, Devil Drug, Dice, Electric Kool-aid, French Fries, Glo, Gravel, Grit, Hail, Hard Ball, Hard Rock, Hotcakes, Ice Cube, Jelly Beans, Kryptonite, Nuggets, Paste, Piece, Prime Time, Raw, Rock(s), Rock Star, Rox/Roxanne, Scrabble, Sleet, Snow Coke, Sugar block, Tornado, Troop, etc.

Signs and Symptoms of Abuse

- Dilated pupils
- Increased pulse rate
- Insomnia
- Loss of appetite
- Tactile hallucinations
- Paranoia
- Seizures
- Anxiety, agitation
- Periods of increased activity followed by fatigue and depression
- Wild mood swings
- Difficulty in concentration



Health Effects

- Cocaine use can lead to death by cardiac arrest or respiratory failure.
- If sniffed or snorted, cocaine can ulcerate the mucous membrane of the nose.
- Cocaine powder can also be injected into the bloodstream when it is mixed with water.
- Using contaminated equipment to inject cocaine, or any other substance, can transmit HIV and cause HIV/AIDS, hepatitis and other infectious diseases.
- Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Inhalation of cocaine fumes from freebasing produces effects that are very fast in onset, very intense and momentary in duration.
- Many users become extremely depressed when not using the drug, and the craving for the drug is intense. In addition, tolerance develops rapidly.

Designer Drugs

Illegal drugs are defined in terms of their chemical formulas, but underground chemists can modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs, which do not meet these definitions. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many designer drugs have mild stimulant properties but are also euphorants which can produce severe neurochemical damage to the brain.

One designer drug known as Ecstasy may contain a wide mixture of substances like LSD, cocaine, heroin, amphetamine, methamphetamine, rat poison, caffeine, dog deworming substances, etc. The mixture of drugs poses an increased danger as a user never really knows what they are taking. The dangers are amplified when users increase the dose seeking a previous high, not knowing they may be taking an entirely different combination of drugs.

Names of Designer Drugs

Synthetic Heroin White, MPTP (New Heroin), analogs of MDMA (Ecstasy, XTC, Essence), hallucinogens (STP, PMA, EVE), and analogs of PCP.

Health Effects

- The narcotic analogs can cause symptoms such as those seen in Parkinson's disease, including uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.
- Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.
- Psychological effects include anxiety, depression and paranoia.
- As little as one dose can cause brain damage.
- Designer drugs may cause illusions, hallucinations, and impaired perception.

Tobacco

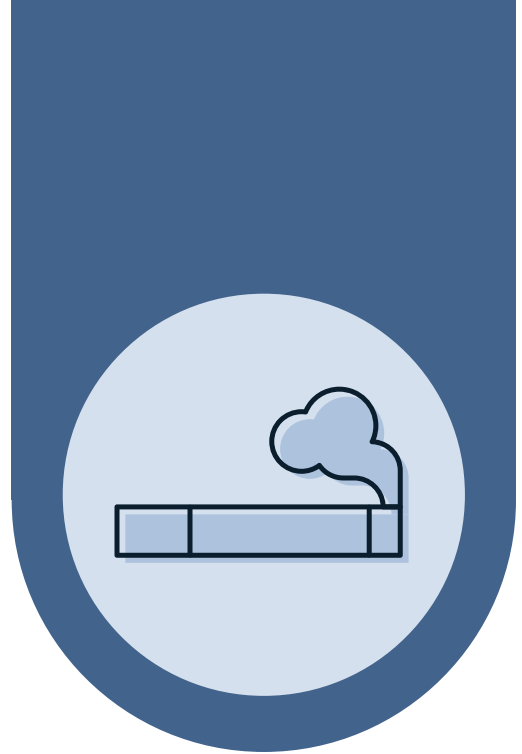
Although not illegal, tobacco is considered a drug because it is psychologically and physically addictive. The active ingredient in tobacco is nicotine which acts as a stimulant on the heart and nervous system. Another toxic ingredient in smoking tobacco is tar, which has been identified as a major cause of cancer and respiratory problems. The third component of tobacco smoke is carbon monoxide, which can reduce the ability of blood to carry oxygen to the body tissues and is believed to promote the development of arteriosclerosis (hardening of the arteries). In the United States, approximately 18% of the adult population smokes.

Signs and Symptoms of Abuse

- Mood changes
- Nicotine-stained fingers and teeth
- Smell of smoke impregnated clothing
- Chronic “smokers cough”
- Gravelly voice

Health Effects

- Emphysema
- Chronic bronchitis
- Heart disease
- Lung cancer
- Cancer in other parts of the body
- Increases blood pressure by 5 to 10 mmHg
- Increases heart rate by around 10 to 20 beats per minute
- Smoking during pregnancy increases the risk of delivering babies with lower birth weights, who are stillborn or die shortly after birth



APPENDIX IV: Community Resources

The following community resources are recommended:

National Health Information Center

Health information referral service

240-453-8280 | info@nhic.org | www.health.gov/NHIC/

Alcoholics Anonymous

A fellowship of men and women who share their experiences to help each other recover from alcoholism

212-870-3400 | publicinfo@aa.org | www.aa.org

The National Alcohol and Substance Abuse Information Call Center

Provides information and immediate assistance for alcoholism, substance abuse, detox, drug addiction, treatment, rehab and chemical dependency

1-800-784-6776 Toll-free | www.addictioncareoptions.com

National Inhalant Prevention Coalition

Promotes awareness and recognition of inhalant use

1-800-269-4237 Toll-free | nipc@prismnet.com | www.inhalants.org

National Council on Alcoholism and Drug Dependence, Inc.

Fights the stigma and disease of alcoholism and other drug addictions

1-800-NCA-CALL (622-2255) Toll-free | national@ncadd.org | www.ncadd.org

Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Treatment

1-800-662-HELP (4357) | info@samhsa.hhs.gov | www.samhsa.gov

Center for Mental Health | 1-800-789-2647 Toll-Free

Families Anonymous

Provide support to relatives and friends of those who use drugs and alcohol

1-800-736-9805 Toll-free | www.familiesanonymous.org | www.tabw.org

Smokefree.gov

A source to help you or someone you care about quit smoking

1-800-QUITNOW (784-8669) | www.smokefree.gov

National Institute on Drug Abuse (NIDA)

Bringing the power of science to bear on drug abuse and addiction

301-443-1124 | www.drugabuse.gov

Department of Transportation Drug & Alcohol Policy and Compliance Information Line

Publishes and provides explanations of federal regulations

Searchable database that can be accessed by phone

1-800-225-3784 Toll-free | 202-366-3784 | <http://www.dot.gov/odapc>

Employee Assistance Program

1-855-543-6877 | anthem.com/eap

Partnership for a Drug-Free America Helping people live drug-free lives

212-922-1560 | www.drugfree.org

Narcotics Anonymous

A fellowship of men and women who share their experiences to help each other recover from drug use

818-773-9999 | www.na.org

Narcotic Educational Foundation of America

Free drug information and educational material

1-877-775-NARC (6272) Toll-free | 661 775-6960 | info@cnoa.org | www.cnoa.org/NEFA.htm

Fetal Alcohol and Drug Unit: Department of Psychiatry and Behavioral Sciences, University of Washington

Research Unit for the prevention, intervention and treatment of Fetal Alcohol Effects

206-543-7155 | <http://depts.washington.edu/fadu/>

Office on Smoking and Health Tobacco Information and Prevention Source (TIPS)

770-488-5705 | tobaccoinfo@cdc.gov | www.cdc.gov/tobacco

National Coalition against Domestic Violence

Assists and empowers individuals who are victims of domestic violence: 1-800 799-SAFE (7233)

National Domestic Violence Hotline: 303-839-1852

Main Office: mainoffice@ncadv.org | <http://ncadv.org>





13900 Lincoln Park Dr., Ste 370
Herndon, Virginia 20171

www.scisusa.com



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