



April 5<sup>th</sup>, 2001

Mr. Robert G. Plaster  
Air Accessories & Avionics, Inc.  
8328 NW 30 Terrace  
Miami, Florida 33172

Dear Mr. Plaster,

This letter is to notify you that the Jackson Health System's Corporate Employee Assistance Program (EAP), conducted a two-hour Supervisory Training on Drugs and Alcohol in the Workplace on Monday, March 26<sup>th</sup>, 2001. This training meets the Federal Aviation Association (FAA) requirements for your company, Air Accessories & Avionics, Inc.

The topical elements of the Supervisory Training on Drugs and Alcohol in the workplace covered the following information:

- The impact of drugs and alcohol in the workplace and in the society at large.
- A working knowledge of the company anti-drug and alcohol policy, testing procedures, positive test policy, and rehabilitation and assistance resources.
- Methods for communicating the employer's company anti-drug and alcohol policy and anti-drug and alcohol program.
- Recognition of signs and symptoms of substance abuse and profiles of at-risk employees.
- Understanding the behaviors, evidence, and circumstance that contribute reasonable-cause for drug testing and the ability to document those circumstances.
- Methods of confronting suspected drug abusers that lead to drug and alcohol testing and any appropriate corrective action.
- Confidentiality and how it applies to the anti-drug and alcohol program.

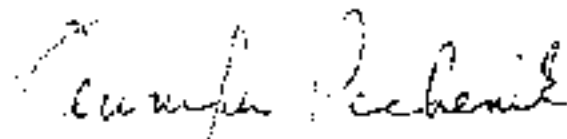
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Listed below are the names of the employee who attended the Supervisory Training on Drugs and Alcohol in the Workplace.

1. Robert G. Plaster
2. Juan Aleman

Please feel free to contact me if you have any questions. Please keep this letter on file.

Sincerely,



Jennifer Pechenik, MPA, LCSW  
Employee Assistance Program Director  
Jackson Health System/University of Miami Medical Center