

ALCOHOL AND DRUG POLICY

1. Overview

SECURE is committed to providing a safe workplace for all Employees and our customers, the public, and the environment, whose safety may be affected by the conduct of our Employees. SECURE recognizes the use of Alcohol and Drugs can adversely affect the ability of an individual to safely perform the duties of their job.

Accordingly, as a term and condition of employment and/or the privilege of entering onto, remaining on SECURE Premises, or performing SECURE work, it is important that each Employee understands the details of this Policy and SECURE's commitment to a safe workplace. Employees are encouraged to contact their immediate Supervisor or Human Resources if they have any questions regarding this Policy.

Additional requirements to this Policy for US Employees who are subject to US Department of Transportation (DOT) regulations are outlined in the US Alcohol and Drug Policy and Guideline (Appendix A).

The SECURE Alcohol and Drug Policy will be communicated to Employees and Contractors during their initial on-boarding orientation and any updates will be communicated to the workforce as required. General rules and application of the policy:

- a. All Employees are expected to be Fit for Duty (physically and mentally) and in a condition to carry out their assignments and responsibilities. It is therefore a violation of this Policy for Employees to perform the duties of their job while impaired by Alcohol or Drugs.
- b. Any suspicion of unauthorized, prohibited, illegal or controlled substances or substance related Paraphernalia on SECURE / client property may be reported to appropriate law enforcement authorities.
- c. All Contractors, visitors, vendors, consultants or other individuals working on SECURE property or assignment must comply with this Policy. While SECURE has no direct control of Contractor Employees or any outside vendors, these persons can affect SECURE'S Employees, property and SECURE reputation. Any Contractor Employee, consultant or vendor found or suspected to be in violation of this Policy will be dealt with through the appropriate Contractor management and will be denied access to the jobsite or work assignment by SECURE. Visitors found to be or suspected to be in violation of this Policy will also be denied access to SECURE property. Workers behaviour will be monitored at all times and those who exhibit unsafe behaviors will be removed from the worksite.
- d. Violations of this Policy may result in disciplinary action up to and including termination of employment.

2. Definitions

Alcohol	Any substance that may be consumed and that has an Alcoholic content in excess of 0.5 percent by volume.
Contractor	Refers to any person or entity, including their Employees that has been contracted, subcontracted, or engaged to provide services on behalf of or for SECURE.
Drug	Includes any Drug, substance, intoxicant, chemical or agent, the use or possession of which is unlawful or requires a personal prescription from a licensed treating physician, any non-prescription medication lawfully sold, or any legal substances that an Employee's use of, whether casual, recreational, or arising from a dependency, that has the potential to create safety risks or otherwise has impairing or potentially impairing effects.
Drug Paraphernalia	Includes any personal property that is associated with the use of any Drug regardless of whether the possession of same is lawful or unlawful.
Employee	Means all regular full-time, part-time, seasonal, term and casual Employees
Fit for Duty	Means being able to work safely and acceptably perform all assigned duties without any limitations including limitations relating to the use or after effects of Alcohol or Drug
Modified Duties	Temporary modifications to a workers' regular duties so they can continue to safely perform work while taking a medication that may have potential adverse or unsafe side effects. This may include a change to tasks, workload, environment or work area, or equipment.
Incident	Is any actual or potential or near-miss event in which a third party, the environment, an Employee, a Contractor, or asset was or could have been harmed, including, but not limited to: <ul style="list-style-type: none"> • environmental Incident with adverse implications i.e. reportable spill; • personal injury; • violent, aggressive, or unusual behaviour by an Employee; • equipment damage; • property damage; • recordable motor vehicle Incidents (MVI)
Reasonable Cause	Includes, but is not limited to, any situation where an Employee is reasonably believed to be unable or become unable to safely perform their duties as a result of impairment by Alcohol or Drugs.

Safety-Sensitive Position	A position in which the individual has a key and direct role in our operations where performance limitations due to substance use could result in a significant Incident or near miss. Additionally, Employees required to have a commercial driver's license (CDL) who operate a commercial motor vehicle as defined in Part 382 of Title 49 of the Code of Federal Regulations whether they are Employees, leased as contract drivers, part time, or intermittent drivers that fall under the guidance and regulations of the USDOT.
SECURE Premises	Includes all land, property, structures, worksites, vehicles and equipment owned, leased, operated, or otherwise directly controlled by SECURE or under SECURE authority for the purpose of conducting SECURE'S business.
Substance Abuse Expert	The Substance Abuse Expert (SAE) is a person who evaluates individuals who have sought or been referred for assessment. The SAE makes recommendations concerning education, treatment, follow-up testing, and aftercare.

3. Standards Governing Alcohol and Drugs

- a. All Employees are expected to perform to the standards set forth in their respective job descriptions and abide by SECURE'S policies and expectations. Additionally, Employees are expected to:
 - i. report Fit for Duty and remain fit while on SECURE business and/or Premises;
 - ii. be fully in compliance with the Policy if called in when scheduled on call (available to return to the worksite during a pre-defined and agreed upon period), for emergencies, or other unscheduled reasons;
 - iii. if contacted and requested to perform unscheduled work, decline the call if under the influence of Alcohol or Drugs;
 - iv. if requested by a Supervisor, submit to sobriety testing, including supplying a breath, saliva or urine sample for analysis and physical testing if there is Reasonable Cause to believe they may be under the influence of Alcohol or Drugs;
 - v. seek advice and follow appropriate treatment if they have a current or emerging Alcohol or Drug problem and follow recommended monitoring programs after attending treatment;
 - vi. co-operate with any work modification related to safety concerns;
 - vii. intervene as appropriate to encourage a co-worker to access assistance before an Alcohol or Drug problem impacts safe performance of their work;
 - viii. in the interest of safety, advise their Supervisor if they believe another Employee, contract worker or visitor are on a job site in an unfit condition.

- b. Supervisors and Leaders will be responsible for:
 - i. being knowledgeable about and communicating this Policy and the standards, prohibited conduct and procedures that are detailed in the Policy;
 - ii. ongoing performance management to ensure safe operations and effectiveness of the program;

- iii. obtaining training in order to be knowledgeable about and able to recognize the symptoms of the use of Alcohol or Drugs;
- iv. guiding Employees who voluntarily seek assistance for a personal problem to appropriate resources (e.g. the Employee and Family Assistance Program (EFAP) or other internal resources) while maintaining confidentiality;
- v. advising Human Resources if, in the course of any performance-related discussion, an Employee states they have a problem with Alcohol and/or Drugs;
- vi. taking appropriate steps to investigate any possible violation of the standards set out under this Policy;
- vii. making referrals for an Alcohol and Drug test in a Post Incident or Reasonable Cause situation when required to do so under this Policy; and
- viii. monitoring and ensuring Policy compliance of contract workers.

4. Education

SECURE is committed to ensuring all Employees are aware of this Policy and of the risks associated with the use of Alcohol or Drugs and their impact to fitness for duty. SECURE will ensure Employees are aware of the assistance available to them if they feel they are unable to meet the requirements of this Policy.

Supervisors will be educated on the application of the Policy, and provided with tools and training in order to recognize possible impairment and the appropriate response procedures to ensure application of this Policy.

5. Prevention, Disclosure, Assessment/Rehabilitation, and Aftercare

- a. Prevention: SECURE stresses the importance of prevention and early identification of potential problem situations. Employees are encouraged to access assistance through the Employee and Family Assistance Program (EFAP), their personal physician, or appropriate community services for help with any problem that may be affecting safe work performance, including one related to Alcohol and Drug issues. It is the responsibility of each person to seek assistance before performance problems lead to non-compliance with the Policy or compromised job performance. Once a violation of the Policy occurs, subsequent Employee use of the EFAP on a voluntary basis will not lessen disciplinary action.
- b. Disclosure: Upon agreeing with the terms of this Policy, Employees are required to disclose any dependency or addiction, make requests for assistance, or notify their Manager and Human Resources of involvement in a treatment program as soon as the Employee is aware of such dependency or addiction. Disclosure following an Incident does not release an Employee of their obligations under this Policy, and the Employee will be required to submit to testing under this Policy and/or discipline for failure to disclose prior to the Incident, up to and including termination.
- c. Assessment/Rehabilitation: SECURE recognizes that Alcohol and Drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Anyone who suspects they have a substance dependency or emerging Alcohol or Drug problem is required to disclose this information to their Manager or Human Resources, and are encouraged to seek advice and to follow appropriate treatment promptly before safe job performance is affected or violations of this Policy occur.
 - i. Employees who come forward voluntarily for help with an Alcohol or Drug problem will be referred for an assessment with a Substance Abuse Expert (SAE) and if required,

- supported through a treatment and aftercare program consistent with the SAE's recommendations and the applicable benefit coverage. If treatment requires time away from the work site as recommended by a counselor or doctor, provisions of the disability income plans may apply, provided the Employee follows the program prescribed.
- ii. Employees should understand that accessing assistance or declaring a problem does not eliminate the requirement for maintenance of safe and acceptable performance levels.
 - iii. Any Employee entering a treatment program will be required to sign a release allowing Human Resources to confirm with management any work limitations, required accommodations and suggested job modifications, reassignment or absence from work, and the Employee's entry and commitment to the program.
 - iv. Where a medical professional, Substance Abuse Expert, or other counseling professional advises that there may be a risk that would prevent an Employee from doing their normal job safely, a medical work modification may be issued and the Employee may be assigned to alternate duties if available and at the discretion of SECURE.
- d. Aftercare: All Employees who complete primary treatment (e.g. residential or out-patient treatment) for Alcohol and/or Drug dependency as a result of a formal referral will be required to participate in an aftercare program when returning to work in order to help them maintain recovery. They will be expected to enter into a written agreement which will outline the conditions governing their return to the job, and the consequences for failing to meet those conditions.
- e. Confidentiality: Confidentiality will be maintained to the greatest extent possible except where limited disclosure is necessary for related health and safety concerns. (e.g. there is deemed to be a potential for risk to self, others or SECURE). That is, only the information strictly limited to the level of functionality (e.g. fitness for work and any restrictions that may apply) may be shared as required for purposes of determining fitness for work, appropriate work accommodation, and/or work re-entry initiatives.

6. Reinstatement Provisions

Should SECURE determine that employment will be offered or continued in a specific circumstance, the individual will be required to enter into an agreement governing their continued employment which may require any or all of the following actions, or any other condition appropriate to the situation:

- temporary removal from their position;
- assessment by a Substance Abuse Expert (SAE) to determine the need for a structured treatment program;
- adherence to any recommended treatment and aftercare program;
- maintenance of sobriety and satisfactory performance on return to duty;
- successful completion of a return to duty test;
- ongoing unannounced testing for a period as recommended by SAE, treatment, or aftercare program; and
- no further violations of the Policy.

Consequences for failure to meet the requirements of the agreement during the monitoring period will be set out in the individualized agreement.

7. Prohibited Conduct

To minimize the risk of unsafe and unsatisfactory performance due to the use of Alcohol or other Drugs, Employees are expected to comply with the following standards, and to report fit and remain fit for work throughout their work day or shift.

- a. Alcohol: The use, possession, distribution, offering or sale of beverage Alcohol is prohibited when on SECURE business and Premises. Employees cannot:
 - i. have an Alcohol test result of .04 Blood Alcohol Concentration (BAC) or greater result as determined through the testing program (Section 9); or
 - ii. consume Alcohol in the four-hour period prior to commencing work; or
 - iii. consume Alcohol in the eight-hour period following an Incident or until the Employee undergoes a post-Incident test, or is advised by SECURE that a test is not required, whichever occurs first.

- b. Drugs: The following are prohibited while on SECURE business and Premises:
 - i. the consumption, use, possession, concealment, cultivation, manufacture, distribution, offering or sale of Drugs or substances or illicit Drug Paraphernalia while performing SECURE work, on SECURE assignment or on SECURE Premises (including SECURE owned or leased vehicles);
 - ii. reporting to work or being at work while under the influence of controlled Drugs or substances; and
 - iii. a positive Drug test result as determined through the testing program.

- c. Medications: Employees are expected to responsibly use prescribed and over-the-counter medications, whether prescribed by a medical professional or not. Medications of concern are those that inhibit or may inhibit an Employee's ability to perform their job safely and productively.

The following are prohibited while on SECURE business and Premises:

- i. the intentional misuse of medications (e.g. not using the medication as it has been prescribed or directed by the pharmacy, or as documented in the manufacturer's instructions, using someone else's prescription medication, combining medication and Alcohol use against direction); and
- ii. the possession of prescribed medications without a legally medically obtained prescription and distribution, offering or sale of prescription medications (trafficking).

In the interest of health and safety, Employees who require the use of a medication must:

- i. investigate (through their doctor or pharmacist) whether the medication can negatively affect safe performance; and
- ii. act responsibly and use a safe alternative medication choice when available (e.g. non-drowsy); however
- iii. if no alternatives are available and the medication may have potential adverse or unsafe side effects, they are required to disclose the use of the medication and advise their Supervisor of the need for Modified Duties prior to commencing work.

The Supervisor may consult with the divisional Human Resources Team if further guidance is needed to determine appropriate work modification. In this situation, a medical work modification may be issued, and the Employee may be assigned to alternate duties if available and at the discretion of SECURE. SECURE reserves the right to confirm if there is any impact to an Employee's ability to continue

performing the duties of their job and the duration of any required work modification with the treating physician in order to determine appropriate work modification.

8. SECURE Functions

In the case of any SECURE social event, appropriate regard will be taken for the safety and well-being of the individuals present and the community. Responsible Alcohol use is permitted at SECURE sponsored social functions with the prior approval of the CEO or designate, provided the basic Policy standards are observed and subject to the provisions of all other applicable company policies.

Consistent with the above, if Alcohol is made available to SECURE Energy guests in the course of conducting business (e.g. restaurant meetings), it is incumbent upon the persons organizing the event to conduct the event in a manner that, through control of the duration of beverage service or other means, promotes moderation and is in keeping with the integrity, security and safety of SECURE, its Employees and customers.

9. Alcohol and Drug Testing Requirements and Procedures

For the purpose of administering this Policy any Alcohol or Drug testing shall be performed by trained individuals or its contractor at a site designated by SECURE. SECURE will not accept test results from any facility other than one designated by SECURE.

Employees may be required to undergo substance testing under the following circumstances:

- a. Conditional Offer of Employment: Upon receipt of a conditional offer of employment, the Employee will submit to a Point of Collection Test (POCT) urine Drug screen and breath Alcohol test.
 - i. A positive test result or failure to submit to this screening will result in SECURE notifying the applicant in writing of actions which may include:
 - a retraction of the offer;
 - a transfer of the Employee to a non-Safety-Sensitive Position subject to certain terms and conditions
 - advising the applicant that they may reapply after a minimum of two weeks, and that the positive test will not affect future application and consideration for employment
 - providing the applicant with a list of available treatment facilities or resources, should the applicant request such information.
- b. Post Incident/Near Miss Testing: An Employee(s) involved in an Incident or near miss may be required to submit to testing within eight (8) hours of the Incident. The decision to refer an Employee, or a group of Employees, for a test will be made by the Supervisor investigating the Incident after consultation and agreement with Senior Management and Human Resources as per the Post Incident Guideline (Appendix B). Employees referred for a test will only be those who are identified with reasonable grounds, as having been directly involved in the chain of acts or omissions leading up to the event.
 - i. The decision to test (by the Employees Supervisor, with guidance from Senior Management and Human Resources) will be made as soon as possible after the triggering event following the Post Incident Guideline.

- ii. If required, the Employee will submit to a Drug and Alcohol test within four (4) hours of notification and not exceeding eight (8) hours after the Incident as part of the investigation. Testing outside these timelines and the reasons therefore shall be documented on the Incident investigation report.
 - iii. The test will be performed at a facility designated by Human Resources or collection contractor or when appropriate the nearest hospital, medical professional, or trained collector.
 - iv. The Employee shall be escorted to the testing facility and back to their place of residence by their Supervisor or delegate.
 - v. Employees to be tested will not consume Alcohol or Drugs until after the test has been completed.
- c. Reasonable Cause: Where a Supervisor has reason to believe an Employee has acted in contravention of this Policy, the Employee may be required to submit to testing as per the Reasonable Cause Guideline (Appendix C).
 - i. The Supervisor upon removing the Employee from the situation will notify Human Resources and Senior Management, outline details of the situation and request Drug and/ or Alcohol testing. The Employee may then be removed from the work site pending the outcome of the test.
- d. Return to Duty / Follow Up Testing: An Employee who has returned to the work environment after having been suspended due to a positive test and has complied with the provisions of the Policy, will be required to submit to Drug and Alcohol testing at the request of SECURE anytime for a period of twelve (12) months from the date of his/her return to work or such other period of time as suggested by the Employee's doctor, SAE, or the medical review officer.
 - i. The Employee may be required to successfully complete a rehabilitation program.
 - ii. The Employee must provide a negative Drug and/or Alcohol test result in order to return to his/her position in the work place.
- e. Contractual Obligation Testing: When testing is required in the ordinary course of business as stipulated in a contract between SECURE and a Contractor or client, the Employee will comply.
- f. Re-qualification Testing: Re-qualification testing will occur for all Safety-Sensitive Positions at the discretion of SECURE to ensure program compliance.
- g. Statutory Testing: The Canadian transportation industry must comply with the United States Department of Transportation regulations random and regular Drug and Alcohol testing of Commercial drivers.
- h. Site-Access Testing: An Employee while working at or for SECURE may be required to undergo Site Access Testing as a requirement to access an owner's work site. When an owner directly or by contract requires site access testing, an Employee or subcontractor will be required to complete a Drug and Alcohol test as per their Policy requirements.
 - i. Results of the test must be negative in order for site access to be granted. All positive test will be treated under the auspices of the Policy contained herein.

- i. **Random Testing:** In addition to the listed testing circumstances, SECURE reserves the right to introduce a program of random Alcohol and Drug testing for individuals holding a Safety-Sensitive Position when it is deemed necessary to meet the objectives of this Policy. In this situation, the testing will take place on an unannounced basis spread evenly throughout the year. Employees affected will be advised in advance of these requirements.

10. Collection

For the purpose of administering this Policy, breath and /or urine and/or saliva specimens will be collected for Drug and/ or Alcohol testing:

a. Alcohol:

The maximum level of acceptance will be less than 40 (.04) Blood Alcohol Concentration (BAC). In the event a test result is 0.04 or greater, a second breath sample will be requested to ensure the accuracy of the original sample and for the protection of the Employee.

Qualified personnel acting under the authority of SECURE or a Contractor will collect and analyze all breath and/or saliva and/or urine samples provided by the Employee.

b. Drugs:

The charts below confirm concentration levels* that determine positive test results as per standard 12 panel screens.

Urine Drug concentration limits:

Drugs or classes of Drugs	Screen concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of ng/ml
Marijuana metabolites	50	15
Cocaine metabolites	150	100
Opiates		
• Codeine	2000	2000
• Morphine	2000	2000
6 – Acetyl morphine	10	10
Phencyclidine	25	25
Amphetamines/ Methamphetamine	500	
• Amphetamine		250
• Methamphetamines		250
MDMA	500	
• MDMA		250
• MDA		250
• MDEA		250
Benzodiazepines	300	50
Barbituates	300	100
Oxycodone	100	100
Propoxyphene	300	300
Methadone	300	100

Oral fluid Drug concentration limits:

Drugs or classes of Drugs	Screen concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of ng/ml
Marijuana (THC)	4	2
Cocaine metabolites	20	-
• Cocaine or Benzoyllecgonine	-	8
Opiates	40	-
• Codeine	-	40
• Morphine	-	40
• 6-Acetylmorphine	-	4
Phencyclidine	10	10
Amphetamines	50	-
• Amphetamine	-	50
• Methamphetamines	-	50
• MDMA	-	50
• MDA	-	50
• MDEA	-	50

** per Canadian Model Screening Requirements.*

11. Alcohol and Drug Testing Results

Alcohol and Drug test results can be categorized as negative, positive or non-negative, refusal to test or cancelled with additional comments from the testing provider as required. A negative test result means the Employee is in compliance, a positive or non-negative test result means non-compliance, a refusal to test result means non-compliance, and a cancelled test result cannot be relied upon to determine compliance or non-compliance. All test results will be provided in a confidential written report from the medical review officer to Human Resources with explanation and direction when required:

- a. Negative Test Result:
 - i. Employee is in compliance with the Policy, no further action required.
- b. Positive or Non-Negative Test Result:
 - i. Upon completion of an onsite or offsite test, the person will be informed of the positive results by the SECURE Medical Review Officer who will inform Human Resources or other designated person. SECURE reserves the right to temporarily remove or reassign any Employee or Contractor pending a determination of whether the individual is fit for work, a safety risk, or completion of an investigation into a possible violation of this Policy.
 - ii. Once confirmatory results are obtained and in consultation with management the next steps will be determined such as disciplinary process, follow up and return to work.
 - iii. In certain circumstances, an Employee will be required to meet with a Substance Abuse Expert (SAE) to evaluate the individual in question. The purpose of the evaluation by the SAE is to protect the safety and health of the Employee, his or her co-workers and the worksite by professionally evaluating the client and recommending appropriate education and treatment, follow-up tests, and aftercare.
 - iv. In circumstances of a positive test, an Employee has the right to request a retest of the ORIGINAL specimen within thirty (30) days of notification.

- c. Refusal to Test: The following behaviours constitute a refusal to submit to a test:
 - i. refusal to take the test;
 - ii. inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation;
 - iii. tampering with or attempting to adulterate the specimen;
 - iv. interfering with the collection procedure;
 - v. not immediately reporting to the collection site;
 - vi. failing to remain at the collection site until the collection process is complete;
 - vii. having a test result reported by an MRO as adulterated or substituted;
 - viii. or leaving the scene of an accident without a valid reason before the tests have been conducted.
- d. Cancelled Sample:
 - i. A confidential written report from the medical review officer to Human Resources that the sample is cancelled means that the test cannot be relied upon for the purposes of this work rule and the Employee may be required to re-test.
- e. Disclosure of Results:
 - i. All results are provided in a confidential written report to Human Resources. Confidentiality will be maintained to the greatest extent possible except where limited disclosure is necessary for related health and safety concerns. (e.g. there is deemed to be a potential for risk to self, others or SECURE).

12. Investigative Procedures

SECURE reserves the right to temporarily remove, reassign or suspend any Employee pending a determination of fitness for work, safety risk, assessment of a substance abuse problem or completion of an investigation into a possible violation of this Policy.

- a. Performance Management: The normal process of job performance monitoring will continue to be emphasized. Through this process, individuals with apparent performance problems will be reminded that they should access assistance should a personal problem be affecting their job performance. Through the course of this process, should they ask for assistance for an Alcohol or Drug problem, appropriate arrangements will be made for a Substance Abuse Expert assessment.
- b. Unfit for Work Situations - Employees: In all situations when there is Reasonable Cause to believe an Employee is unfit for work, the Employee will be escorted by a Supervisor to a safe place, interviewed, and given an opportunity to explain the situation. The Employee should be able to provide a reasonable explanation for their behavior or condition, and the Supervisor will take action appropriate to the situation. If the explanation is not plausible, and/or the Supervisor still believes the Employee is in a condition unfit for normal work, the Supervisor may take one of the following actions:
 - i. referral for medical attention if there appear to be immediate medical concerns (health centre, local hospital or clinic); or
 - ii. make arrangements for an Alcohol and Drug test if there is Reasonable Cause to believe Alcohol or Drug use may be a factor in the situation and the Employee will be provided with transportation and escorted to the collection site or hospital/clinic depending on the circumstances, and then transportation to their local place of residence or the care of another adult person. The Employee will be temporarily removed from their duties pending completion of any investigation.

- c. Unfit for Work Situations – Contract Workers: If there are grounds to believe a contract worker is unfit for work, the worker will be removed to a safe place and an investigation will be undertaken.

13. Policy Violation and Consequences

Any Employee who:

- Fails to disclose use of a Drug that may impact fitness for duty;
- Fails to disclose any dependency or addiction as soon as they become aware of such;
- Fails to report at a SECURE designated facility for an Alcohol and/ or Drug test;
- Refuses to submit to an Alcohol and/ or Drug test;
- Attempts to destroy or tamper with Drug-testing specimens or records, or adulterate specimens;
- Tests positive under the guidelines described in this Policy;
- Has any Drug and/or Alcohol test be confirmed positive during an agreed period upon returning to work after an initial positive test result;

is in violation of this Policy and is subject to disciplinary action up to and including termination of employment. In all situations, an investigation will be conducted and documented to verify that a Policy violation has occurred. Therefore, management has the authority and discretion to suspend any individual who is believed to be involved in an Incident that could lead to discipline pending the results of the investigation. The appropriate discipline in a particular case depends on the nature of the Policy violation and the circumstances surrounding the situation; the severity of the violation will warrant entering the discipline process at different levels.

Appendices:

- Appendix A – US Alcohol and Drug Policy and Guideline
- Appendix B – Post Incident Guideline
- Appendix C – Reasonable Cause Guideline

Related Policies/Documents:

- Code of Conduct
- Progressive Discipline Guideline

DocuSigned:

Rene Amirault	President & CEO	DocuSigned by: <i>Rene Amirault</i>
Chad Magus	EVP & CFO	4340C7E0A35144C... DocuSigned by: <i>Chad Magus</i>
David Engel	EVP Technical Services	737BB05134EC47E... DocuSigned by: <i>Dave Engel</i>
Allen Gransch	EVP Corporate Development	CDDED846C80541A... DocuSigned by: <i>Allen Gransch</i>
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David Mattinson	EVP OnSite	30BD1D1D9FF3450... DocuSigned by: <i>David Mattinson</i>
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Daniel Steinke	EVP New Ventures	DocuSigned by: <i>Dan Steinke</i>
George Wadsworth	EVP Drilling & Production Services	DocuSigned by: <i>George Wadsworth</i>

ALCOHOL AND DRUG POLICY – Appendix A

US Alcohol and Drug Policy and Guideline

1. Overview

It is SECURE’s intent that the policies and procedures in this US Alcohol and Drug Policy and Guideline (US Policy) be applied in conjunction and consistent with provisions contained in SECURE’s Alcohol and Drug Policy. In the event that the terms of the US Policy conflict with any provision contained in SECURE’s Alcohol and Drug Policy or other documents, the terms and conditions of the US Policy shall control as applicable to those employees and situations so regulated. Violation of any provision contained in the US Policy shall be deemed a violation of SECURE’s Alcohol and Drug Policy and may result in disciplinary action up to and including termination of employment.

Aspects of SECURE’s operations are subject to regulation by various federal, state and local agencies, therefore certain employees are subject to the terms and conditions of this Policy. The serious impact of drug use and alcohol abuse has been recognized by the US Federal government. Consequently, the US Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require all FMCSA regulated companies to enhance their company alcohol and controlled substance programs for those employees, managers, and owners who, by definition of their roles and responsibilities, are subject to these rules.

For clarity, the specific policies and guidelines for DOT regulated employees and non-DOT regulated employees are outlined in separate sections within the US Policy.

Please be advised that for DOT regulated employees the Federal Motor Carrier Safety Regulations (“FMCSR”) set the minimum requirements for testing of safety sensitive employees. SECURE’S Alcohol and Drug Policy in certain circumstances may be more or less stringent for other employees.

SECURE retains the sole right to change, amend, or modify any term or provision of this policy with OR WITHOUT notice.

This policy is not a contract of employment. All employees are employees at-will. This means that employment can be terminated at any time either by the employee or SECURE with or without cause and with or without notice.

2. Definitions

Commercial Motor Vehicle (DOT)	<p>Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:</p> <ol style="list-style-type: none"> a. has a gross combination weight rating of 11,794 or more kilograms (26,001) or more pounds) including a towed unit with a gross vehicle weight of more than 4,536 kilograms (10,000 pounds); b. has a gross vehicle weight rating of 26,001 or more pounds; c. is designed to transport more than 16 passengers, including the driver; or, d. is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require
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	the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).
Disabling Damage (DOT)	Damage which prevents a motor vehicle from being driven from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if driven. This terms does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts; tire disablement without other damage even if no spare tire is available; headlight or taillight damage; or damage to turn signals, horn or windshield wipers which make them inoperative.
Driver (DOT)	Any person who operates a commercial motor vehicle. Under FMCSA regulations, this includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers; and, independent owner-operator contractors.
Drugs	Marijuana, cocaine, opioids (including expanded opioids – oxycodone, oxymorphone, hydrocodone & hydromorphone), amphetamines, phencyclidine (PCP), or their metabolites, and, for purposes other than testing, any other substance included in Schedules I through V, as defined by the Controlled Substances Act, 21 U.S.C. §812, as they may be revised from time to time. The term “drugs” include legal substances obtained illegally or used in an unauthorized manner, but does not refer to the proper use of drugs authorized by law which do not affect job safety or performance.
Performing a Safety-Sensitive Function (DOT)	Means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
Safety-Sensitive Function (DOT)	Means the following activities and includes the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work: <ul style="list-style-type: none"> a. All time at a Company or client property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by SECURE; b. All time inspecting equipment as required by the FMCSA’s regulations, 49 C.F.R. §§392.7 and 392.8, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; c. All time spent at the driving controls of a commercial motor vehicle in operation; d. All time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth (a berth conforming to the requirements of the FMCSA’s regulation 49 C.F.R. §393.76); e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and f. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
Safety-Sensitive Position (non-DOT)	A position in which the individual has a key and direct role in our operations where performance limitations due to substance use could result in a significant Incident or near miss.

3. Confidentiality/Recordkeeping

All employee drug and alcohol test records are considered confidential. For the purpose of the US Policy, confidential recordkeeping is defined as records maintained in a secure manner, under lock and key, accessible only to designated employees.

Employee alcohol and controlled substance test records will only be released in the following situations:

- To the active employee, upon their request;
- Upon written consent by the employee authorizing the release to a specified individual;
- Upon request of a DOT agency with regulatory authority over SECURE;
- Upon request of state or local officials with regulatory authority over SECURE;
- Upon request of the United States Secretary of Transportation;
- Upon request by the National Transportation Safety Board (NTSB) as part of an accident investigation;
- In a lawsuit, grievance, or other proceeding when legally applicable;
- Upon request by subsequent employers upon receipt of a written request by an employee.

4. Employee Categories Subject to Testing

The US Policy is applied both to DOT regulated and non-DOT regulated employee. DOT regulated employees are those required to have a commercial driver's license (CDL) who operate a commercial motor vehicle as defined in Part 382 of Title 49 of the Code of Federal Regulations whether they are employees, leased as contract drivers, part time, or intermittent drivers that fall under the guidance and regulations of the USDOT.

5. Consumption of Food or Food-Products Containing Hemp

The consumption of food and food-products containing hemp may cause an employee to test positive. A test result that is positive as a result of an employee's consumption of food or food-products containing or made from hemp or hemp products will be reported as a positive test and may result in discipline, up to and including termination.

6. Prohibition On Employee Working

No supervisor or manager who has actual knowledge that an employee has engaged in or is engaging in conduct prohibited under this policy shall permit the employee to work or continue working under such circumstances. Any employee who has been directed not to work or directed to stop working under such circumstances must immediately comply.

7. Self-Identification of Substance Abuse

Refer to SECURE's Alcohol and Drug Policy Section 5 (Prevention, Disclosure, Assessment/Rehabilitation, and Aftercare), for guidelines and expectations related to the self-identification of a substance abuse problem.

8. Return to Duty Process and Follow-Up Procedures

a. Return-to-Duty Testing:

If SECURE decides to permit an employee to return to the performance of safety-sensitive functions following a Policy violation, the employee is required to complete a return-to-duty test. The return-to-duty test cannot occur until:

- i. The employee has been evaluated by a Substance Abuse Professional (SAP) to determine what education and/or treatment the employee needs to resolve problems related to alcohol or drug use;
- ii. The employee has successfully complied with the prescribed education and/or treatment;
- iii. The employee has been re-evaluated by the SAP to ensure that the employee has properly followed the education and/or treatment program.

b. Follow-Up Testing:

- i. A SAP must establish a written follow-up testing plan for each employee who has committed a DOT drug or alcohol regulation violation and who seeks to resume the performance of safety-sensitive functions. The SAP does not establish this plan until after it is determined that the employee has successfully complied with the education and/or treatment recommendations.
- ii. The SAP must present a copy of the follow-up testing plan directly to SECURE's DER.
- iii. The SAP is the sole determiner of the number and frequency of follow-up tests and whether these tests will be for drugs, alcohol, or both, unless otherwise directed by the appropriate DOT agency regulation. For example, if an employee had a positive drug test, but the SAP evaluation or the treatment program professionals determined that the employee has an alcohol problem as well, the SAP should require that the employee have follow-up tests for both drugs and alcohol.
- iv. The SAP must, at a minimum, direct that the employee be subject to six (6) unannounced follow-up tests in the first 12 months of safety-sensitive duty following the employee's return to safety-sensitive functions. The SAP may, however, require a greater number of follow-up tests during the first 12-month period of safety-sensitive duty.
- v. The SAP may also require follow-up tests during the 48 months of safety-sensitive duty following this first 12-month period. The SAP is not to establish the actual dates for the follow-up tests he/she prescribes. The decision on specific dates to test is the responsibility of SECURE.
- vi. SECURE will not impose additional testing requirements on the employee that go beyond the SAP's follow-up and random testing plan.

DOT Regulated Employees

The following sections apply specifically to DOT regulated employees.

1. Drug and Alcohol Prohibitions (DOT)

In addition to the Prohibitions outlined in the Alcohol and Drug Policy, SECURE drivers are strictly prohibited from engaging in the following activities:

- a. Drivers are prohibited from reporting for duty or remaining on duty when using, except when the use is pursuant to the instructions of a medical doctor who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- b. Drivers are prohibited from reporting for duty or remaining on duty with an alcohol concentration of 0.02 or greater.
- c. Drivers are prohibited from using alcohol in any form (including medications containing alcohol) while performing safety-sensitive functions.
- d. Drivers are prohibited from performing safety-sensitive functions within four (4) hours after using alcohol. On-call employees who are not at work, but could be called to drive or perform other safety-sensitive functions are subject to this pre-duty alcohol prohibition. This means a driver who is scheduled to report or is on-call must decline a call to work if his or her acceptance would require the employee to drive or perform other safety-sensitive functions within four (4) hours after consuming alcohol. An on-call driver who is required to decline work because of his/her use of alcohol in violation of the four-hour rule is subject to discipline up to and including termination.
- e. Drivers are prohibited from using alcohol for eight (8) hours following an accident or until the driver takes a post-accident alcohol test (and tests negative), whichever occurs first.
- f. Drivers may not "refuse to submit" to any drug or alcohol test required under the FMCSA's drug and alcohol rules and/or this policy.
- g. Drivers are prohibited from performing or continuing to perform a safety-sensitive function if they have tested positive for drugs or alcohol.
- h. During a driver's workday, a driver is prohibited from engaging in the unlawful or unauthorized manufacture, distribution, dispensation, sale, purchase, solicitation, transfer, possession, use or transport of drugs or alcohol.

2. Medications

- a. Except as otherwise provided in this section, the lawful use of any therapeutic drug medication(s) while performing a safety-sensitive function is prohibited to the extent such use may affect the driver's ability to perform his/her job duties safely.
- b. Before reporting for duty under the influence of any therapeutic medication(s), the driver must inquire whether the drug manufacturer or the driver's physician warns against driving or performing other safety-sensitive functions while taking such medication(s). If such warnings exist, the driver must inform his or her supervisor of such restrictions before commencing any safety-sensitive functions under the influence of such medication(s). SECURE will evaluate and respond to this information on a case-by-case basis. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation, and/or an instruction that the driver not work until the restriction is removed.

- c. Any driver reporting for work without first advising SECURE about warnings accompanying lawfully prescribed or obtained medications or substances will be subject to discipline up to and including termination of employment. A driver's lack of knowledge concerning such warnings will not excuse a violation of this policy where an employee has failed to make the inquiries required in this section.
- d. Be advised that under Federal law the use of marijuana, including a mixture or preparation containing marijuana, for medicinal purposes is not considered a legitimate medication and therefore prohibited.

3. Refusal to Submit (DOT)

An employee who engages in any of the following conduct will be considered to have refused to submit to a Drug test:

- Fail to appear at a collection site for any test (except a pre-employment test) within a reasonable time, as determined by SECURE, consistent with applicable DOT agency regulations, after being directed to do so by SECURE. This includes the failure of the employee to appear for a test when called by SECURE's third party administrator;
- Fail to remain at the collection site until the testing process is complete; Provided that a person who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- Fail to provide a specimen;
- Fail to permit a monitored or observed collection if SECURE ordered or if the collector required the collection to be monitored or observed;
- Fail to provide a sufficient amount of urine specimen, provided the Medical Review Officer (MRO) finds there was no medical reason for the employee to provide insufficient amount of urine;
- Fail or decline to take an additional drug test that SECURE or collector has directed;
- Fail to undergo a medical examination or evaluation the MRO or SECURE has directed;
- Fail to cooperate with any part of the specimen collection process;
- Fail, for an observed collection, to follow the instructions to raise and lower clothing and turn around;
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process if the employee is found to have or wear a prosthetic or other device designed to carry clean urine or a urine substitute;
- Admit to the collector to having adulterated or substituted the specimen;
- Adulterate or substitute a urine specimen; or
- Admit to the MRO to having adulterated or substituted the specimen.

An employee who engages in any of the following conduct will be considered to have refused to submit to an Alcohol test:

- Fail to appear at an alcohol test site for any test within a reasonable time, as determined by SECURE, consistent with applicable DOT agency regulations, after being directed to do so by SECURE. This includes the failure of the employee to appear for a test when called by SECURE's third party administrator;
- Fail to remain at the alcohol test site until the testing process is complete;

- Fail to provide an adequate amount of saliva or breath;
- Fail to provide a sufficient breath specimen, provided the physician finds the medical reason for the employee to provide an insufficient amount of breath;
- Fail to undergo a medical examination or evaluation as SECURE has directed as part of the insufficient breath procedures;
- Fail to sign the certification statement at Step 2 of the Alcohol Testing Form (ATF); or
- Fail to cooperate with any part of the testing process.

4. Required Tests and Investigation of Driver's Safety Performance History (DOT)

As required by DOT's and FMCSA's regulations, SECURE will conduct drug and alcohol tests under the conditions and circumstances described below.

- a. Pre-Employment Drug Testing and Investigation of Driver's Safety Performance History:
 - i. All applicants who have received a conditional offer of employment in a commercial motor vehicle ("CMV") driver position, and all existing employees whose transfer to a CMV driver position has been conditionally approved, are required to submit to a pre-employment drug test and must receive a negative test result as a condition of employment. Such tests will be conducted prior to the time the applicant is hired or transferred.
 - ii. Among other information required to be obtained by SECURE under DOT and FMCSA regulations as part of the investigation of the driver's safety performance history, an applicant must provide: (i) a list of the names and addresses of the applicant's employers during the three years preceding the date of application; (ii) the dates that he or she was employed by each employer; (iii) the reasons for leaving the employ of each employer; and, (iv) (A) whether the applicant was subject to the FMCSA's regulations while employed by those previous employers; and (B) whether the job was designated as a safety-sensitive function by any DOT operating agency and subject to the drug and alcohol testing requirements of 49 C.F.R. Part 40.
 - iii. DOT's regulations also require SECURE to obtain the following specific drug and alcohol-related information from an applicant's former DOT-regulated employers during the previous three years:
 - whether, within the previous three years, the driver violated DOT's or FMCSA's drug and alcohol prohibitions, including, but not limited to: (A) confirmed alcohol tests with results of 0.04 or greater; (B) drug tests whose results were verified positive; (C) all instances in which the applicant refused to be drug or alcohol tested (including verified adulterated or substituted drug test results); and, (D) other violations of DOT drug and alcohol testing regulations, including the regulations of all DOT operating administrations;
 - whether the driver failed to undertake or complete a rehabilitation program prescribed by a substance abuse professional (SAP) pursuant to DOT's and FMCSA's return-to-duty requirements. If the previous employer does not know this information (e.g., where a previous employer terminated an employee who tested positive on a drug test), SECURE must obtain documentation of the driver's successful completion of the SAP's referral directly from the driver.
 - For a driver who successfully completed a SAP's rehabilitation referral, and remained in the employ of the referring employer, information on whether

- the driver had the following testing violations subsequent to completion of the return-to-duty process: (A) alcohol tests with a result of 0.04 or higher alcohol concentration; (B) verified positive drug tests; (C) refusals to be tested (including verified adulterated or substituted drug test results).
- iv. SECURE will provide applicants with an authorization form permitting the release of the required information described above from each of the applicant's previous employers. If the applicant refuses to complete and sign the authorization form(s), the driver will be ineligible for employment by SECURE. All information will be sought in a confidential manner and SECURE will maintain a written confidential record with respect to each former employer contacted. The information obtained from a previous employer who employed the applicant in a CMV driver or other DOT-regulated safety-sensitive position may contain alcohol and drug information which that employer obtained from other previous employers regarding the DOT-required drug and alcohol testing of the applicant during the past three years.
 - v. If SECURE learns from the driver's previous employers that the driver had an alcohol test result of 0.04 or greater, a verified positive drug test, or refused to be tested, on a DOT-required drug or alcohol test, or learns that the driver violated any other DOT drug and alcohol regulation, the driver either will be ineligible to drive for SECURE, or if hired, the driver will be terminated, unless SECURE obtains evidence that the driver has complied with the return-to-duty requirements, including follow-up tests, set forth in Subpart O of 49 C.F.R. Part 40.
 - vi. An applicant must inform SECURE whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety-sensitive transportation work covered by any DOT operating administration's drug and alcohol testing rules during the past three years.
 - vii. When a driver has not performed a safety-sensitive function for 30 consecutive calendar days regardless of the reason, and the driver has not been in SECURE's random selection pool during that time, the driver must submit to a pre-employment drug test and obtain a negative result prior to performing safety-sensitive functions.
- b. Post-Accident Drug and Alcohol Testing:
- i. A driver who is performing safety-sensitive functions involving a commercial motor vehicle is required to submit to a post-accident drug and/or alcohol test as soon as practicable following the accident, under the following circumstances:
 - Fatal accidents: A driver who is involved in an accident, which results in a death to another human being must always submit to a drug and alcohol test.
 - Non-fatal accidents: A driver who is involved in a non-fatal accident, must submit to a post-accident drug and/or alcohol test if:
 1. the driver was given a citation for a moving traffic violation arising from the accident within 8 hours of the accident (as to alcohol tests), or within 32 hours of the accident (as to drug tests) and
 2. the accident also results in one of the following:
 - a. bodily injury to the driver or another individual, requiring immediate medical treatment away from the scene of accident; or
 - b. one or more of the vehicles involved in the accident incurs disabling damage, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.

- c. Drivers involved in any accident involving their vehicle must notify the DER as soon as possible to advise the DER of the accident and to obtain further information on how to proceed with the required testing. Drivers are obligated to follow the DER's instructions and, if directed, submit to post-accident drug and alcohol tests as soon as possible.
- d. A driver who is subject to post-accident testing must remain readily available for such testing or else will be deemed to have refused to submit to such testing. However, this "readily available" requirement does not require the delay of necessary medical attention for injured people, or prohibit a driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- e. SECURE also reserves the right to evaluate the conduct of the driver which may have caused or contributed to the accident, to determine if this conduct in and of itself should warrant discipline, up to and including termination.
- f. The results of a breath or blood test for the use of alcohol, or the results of a urine test for the use of drugs, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local alcohol testing requirements, and that the results of the tests are obtained by the employer.

5. Random Drug and Alcohol Testing (DOT)

- a. Each year SECURE will administer random alcohol testing at % per year and random drug testing at % per year. Random drug tests may be conducted at any time. Random alcohol tests will only be conducted while a driver is performing safety-sensitive functions, just before the driver performs safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.
- b. SECURE shall select drivers for testing using a random number table or a computer-based random number generator that is matched with the drivers' social security numbers, or other comparable identification numbers which will ensure that each driver has an equal chance of being tested each time selections are made.
- c. All random tests will be unannounced and the dates for administering the tests will be spread reasonably throughout the calendar year. The dates of random testing, locations and names of those to be tested are kept in the strictest confidence by the DER and the specimen collector.
- d. Each driver who is notified of selection for random drug or alcohol testing must proceed to the test site immediately. If the driver is performing a safety-sensitive function at the time of notification, the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible, but not longer than 30 minutes, plus travel time, from the time of notification. Drivers who do not proceed to the test site immediately upon notification of the test may be considered to have refused to submit to the test.
- e. Reasonable Suspicion Drug and/or Alcohol Testing:
 - A driver must submit to a reasonable suspicion drug and/or alcohol test whenever a manager or supervisor has reasonable suspicion to believe that the driver has violated the drug or alcohol prohibitions contained in this policy. Reasonable suspicion drug tests may be conducted at any time. Reasonable suspicion alcohol tests may be conducted only while the driver is performing safety-sensitive functions, just before the driver performs safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.
 - Reasonable suspicion determinations will be based on specific, contemporaneous, articulable observations concerning the driver, including but not limited to, the

- driver's appearance, behavior, speech, or body odors. For drug testing, the observations may also include indications of the chronic and withdrawal effects of drugs.
- Documentation of the observations leading to a reasonable suspicion test will be prepared and signed by the supervisor or manager who made the observations. The supervisors and managers who will make reasonable suspicion determinations must have received training on alcohol misuse and drug use in accordance with the FMCSA's regulations. The particular supervisor or manager who makes a reasonable suspicion determination will not conduct the drug or alcohol test.
 - A driver who is directed to take a reasonable suspicion drug and/or alcohol test must submit to the test as directed. SECURE shall transport or ensure transport of the driver both to and from the collection site.
- f. A driver who is requested to submit to a reasonable suspicion drug and/or alcohol test will be suspended pending receipt of the test result(s). SECURE also reserves the right to evaluate the conduct of the driver, which warranted the reasonable suspicion drug or alcohol tests to determine if the conduct in and of itself should warrant discipline, up to, and including termination.

6. Alcohol and Drug Consequences (DOT)

In addition to the actions outlined in SECURE's Alcohol and Drug Policy, all employees subject to the US Policy will be subject to the following consequences:

The consequences discussed below apply to applicants and drivers who are found to have violated this policy. Regardless of any personnel actions which may be taken, however, FMCSA's regulations require drivers who engage in any prohibited conduct under this policy to be advised of available resources for evaluating and resolving problems associated with drug use and alcohol misuse, including the names, addresses and telephone numbers of Substance Abuse Professionals. This information will be provided through SECURE's Human Resources Department.

1. **Removal From Safety-Sensitive Functions:** DOT's and FMCSA's regulations require drivers who violate this policy in any way to be immediately removed from their safety-sensitive functions. Such drivers are prohibited from performing, or being permitted to perform, a safety-sensitive function, including driving Company trucks and motor vehicles with gross vehicle weight ratings over 10,001 pounds, as well as other Company motor vehicles.
2. **Refusal To Submit:** Any driver who refuses to submit to a test will be terminated. Applicants who refuse to submit to a test will be ineligible for employment with SECURE. Refer to Section 3 concerning what actions will constitute a driver's "refusal to submit."
3. **Positive Test Results:**
 - **Applicants:** All applicants who receive a verified positive drug test result will be ineligible for employment with SECURE.
 - **Drivers:**
 - **Temporary suspension:** Any driver who is required to submit to a reasonable suspicion drug or alcohol test pursuant to this policy will be temporarily suspended pending receipt of the test results.
 - **Verified positive drug test results and confirmed alcohol test results of 0.04 or greater:** If a driver receives a verified positive drug test result or a confirmed alcohol test result of 0.04 or greater, he or she may be subject to discipline, up to and including termination.

If a driver is not terminated as a result of the positive test, he or she must comply with the following:

1. Except as provided in subparagraph (2) of this section, if the driver has not violated this policy previously and agrees to rehabilitation, then the driver may be given an opportunity to sign and comply with SECURE's "Last Chance" Agreement. This agreement provides a driver with the opportunity to be evaluated for a drug problem by a substance abuse professional and, if determined to be necessary by the evaluating substance abuse professional, to participate in a counseling, treatment or rehabilitation program, whichever is determined to be more appropriate by the substance abuse professional. Unless covered through the driver's medical plan, the cost of the evaluation and any counseling, treatment or rehabilitation will be paid at the driver's own expense. The driver also will be subject to return-to-duty drug testing, and follow-up testing after returning to work, as recommended by the substance abuse professional.
2. However, a driver who tests positive for the first time may be terminated at SECURE's discretion, and will be terminated if the driver: (i) refuses to sign the "Last Chance" Agreement; (ii) refuses or fails to be evaluated by a substance abuse professional; (iii) refuses to participate in the counseling, treatment or rehabilitation program recommended by the substance abuse professional, or (iv) fails to successfully complete the program, as evidenced by, for example, the driver's withdrawal from the program before its completion, or by a positive test result during or after the completion of the program.
3. Any driver, who, after entering into a "Last Chance" Agreement, receives a verified positive drug test result or a confirmed positive alcohol test result, will be terminated from employment.
4. Under DOT regulations, a driver may not return to performing safety-sensitive functions after testing positive for drugs or alcohol (which means, for alcohol, testing at 0.04 BAC or greater under DOT regulations) unless the driver: (1) is evaluated by a substance abuse professional; (2) successfully complies with the SAP's recommendations; (3) takes a return-to-duty drug test and receives a negative result, and/or a return-to-duty alcohol test and receives a result of less than .02 BAC; and, (4) participates in a follow-up testing program recommended by the SAP which includes mandatory follow-up testing.
 - Alcohol test results of 0.02 or greater but less than 0.04: A driver who receives a confirmed alcohol test result of 0.02 or greater, but less than 0.04, will be suspended for at least 24 hours and may be subject to disciplinary action.
 - Fitness-for-duty evaluation in the event of driver's legal and authorized use of a drug: Whenever a driver is required to submit to a reasonable suspicion drug or alcohol test and receives a negative test result, SECURE may require the driver to submit to a fitness-for-duty medical evaluation conducted by a licensed physician. The evaluation may include a review of the driver's medical records, a medical examination, or both. The purpose of the evaluation is to determine whether the driver poses a significant risk of substantial harm to the health and safety of the driver or others in the workplace, including customers and visitors. Drivers will be required to provide the

necessary authorizations for obtaining the medical records and conducting the examination. Depending upon the results of the evaluation, SECURE will consider whether the safety or health risk can be eliminated or sufficiently reduced by a reasonable accommodation, if applicable.

- In accordance with DOT regulations, SECURE will provide each applicant and driver who violates a DOT regulation (as set forth in this policy) with a list of substance abuse professionals (SAPs) who are readily available to the employee and acceptable to SECURE.
 1. Other Policy Violations: Drivers who commit policy violations other than those addressed in Sections 'Refusal to Submit' and 'Positive Test Results' above will be subject to discipline, up to and including immediate termination. Applicants who violate this policy will be ineligible for employment with SECURE.
 2. Potential Denial of Workers' Compensation and/or Unemployment Compensation Benefits: For purposes of this policy, violations of DOT's and FMCSA's regulations and/or the requirements of this policy constitute gross and willful misconduct. In addition to the discipline and other consequences imposed by DOT, FMCSA and SECURE under this policy, such gross and willful misconduct may also result in the denial of unemployment compensation under applicable state law. In addition, drivers who are injured as a result of a violation of DOT's or FMCSA's regulations and/or SECURE's safety rules (including but not limited to the conduct prohibited under this policy) may also be denied workers' compensation benefits under applicable state law.

7. Notification of Test Results (DOT)

Applicants will be notified of the results of a pre-employment drug test, if the applicant requests his/her test results within 60 days of being notified of the disposition of the employment application. Drivers will be advised of drug test results which are verified positive and the drug or drug(s) for which a positive result was verified. Drivers will be notified of the results of their alcohol tests immediately after the administration of the screening test and, if necessary, the confirmatory test.

8. Drug and Alcohol Testing Procedures (DOT)

As required by the FMCSA's rules, SECURE's drug and alcohol testing procedures comply with the Federal Procedures For Transportation Workplace Drug and Alcohol Testing Programs, 49 C.F.R. Part 40, as amended. (A copy is available for inspection in the office of the DER). These procedures ensure the integrity, confidentiality and reliability of the testing processes, safeguard the validity of the test results and ensure that these results are attributed to the correct driver. Further, these procedures minimize the impact upon the privacy and dignity of persons undergoing such tests. The following provides a summary of the federal procedures.

Drug Testing Procedures:

- a. Drugs being tested for:

The drugs specifically being tested for include: marijuana, opioids (including expanded opioids: oxycodone, oxymorphone, hydrocodone and hydromorphone), amphetamines (including “MDMA” or “Ecstasy”), cocaine, and phencyclidine (PCP) and their metabolites according to the following panel.

TYPE OF DRUG Initial Test Analyte	INITIAL TEST Cutoff Concentration	CONFIRMATORY TEST Analyte	CONFIRMATORY TEST Cutoff Concentration
Marijuana metabolites	50 ng/mL	THC	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL
Opioid metabolites: Codene/Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
6-acetylmorphine (6-AM)	10 ng/mL	6-acetylmorphine(6-AM)	10 ng/mL
Phencyclidine (PCP)	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines: AMP/MAMP	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA	500 ng/mL	MDMA MDA MDEA	250 ng/mL 250 ng/mL
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone/ Hydromorphone	100 ng/mL
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone/ Oxymorphone	100 ng/mL

b. Laboratory, Chain-of-custody and Split-Specimen Collection Method:

Drug testing is conducted by analyzing an employee’s urine specimen. The specimen collection procedures and chain of custody are intended to ensure that the specimen’s security; proper identification and integrity are not compromised. All drug tests conducted pursuant to this policy shall be performed by laboratories, which are certified by the Department of Health and Human Services (“DHHS”). DOT has established a chain-of-custody procedure for the collection and analysis of urine specimens that will verify the identity of each specimen and test result. The collector of the specimen will seal and label the urine specimen, complete a required chain of custody form (Federal Drug Testing Custody and Control Form), and prepare the specimen and accompanying paperwork for shipment to a DHHS-certified laboratory. Only official DOT-authorized Federal Custody and Control forms shall be used in connection with this procedure. A split-specimen collection method will be used for drug tests. This means that a urine specimen is subdivided into two bottles labeled as a “primary” and a “split” specimen. Both bottles are sent to a laboratory. Only the “primary” specimen is opened and used for the urinalysis. The “split” specimen bottle remains sealed and is stored at the laboratory. Under certain circumstances, the applicant or driver may request a test of the “split” specimen by

another DHHS-certified laboratory. This split specimen procedure provides the applicant or driver with an opportunity for a “second opinion.”

c. Confirmation, review and verification of drug test results:

- All positive drug screening test results will be confirmed by gas chromatography and mass spectrometry (GC/MS). All confirmed positive drug test results will be reviewed by a medical review officer (“MRO”) to determine whether there is any legitimate explanation for the positive test result. This review may include a medical interview, review of the applicant’s or driver’s medical history, or review of any other relevant biomedical factors and all medical records made available by the tested individuals.
- Individuals with confirmed non-negative results (i.e., positive, adulterated, substituted, and invalid) will be given the opportunity to discuss with the MRO any legitimate explanation for the test result. If, after speaking with the driver, the MRO determines that there is a legitimate medical explanation for the confirmed positive test result, the MRO will report the test result as negative to the DER. If the MRO determines that there is no legitimate explanation for the confirmed positive test result, the result will be verified as a “verified positive test result” by the MRO.
- Under the circumstances set forth in 49 C.F.R. Part 40, the MRO is permitted to verify a test result as positive or cancelled or a refusal to test without having first communicated directly with the driver. In the event that serious illness, injury or other unavoidable circumstances prevented the driver from being contacted by the MRO or the DER, the MRO may reopen the verification process to permit the driver to provide information concerning a legitimate medical explanation for the positive test.
- All confirmed adulterated or substituted test results will be reviewed by the MRO to determine whether there is any legitimate medical explanation for the laboratory findings. It is the applicant’s or driver’s burden of proof to show that there is a legitimate medical explanation. If the MRO determines that the applicant’s or driver’s explanation does not present a reasonable basis for concluding that there is a legitimate medical explanation, the MRO will report the test to the DER and the individual tested as a verified refusal to test because of adulteration or substitution. If, however, the MRO believes that the applicant’s or driver’s explanation may present a reasonable basis for concluding that there is a legitimate medical explanation, the MRO shall direct the applicant or driver to obtain, within five days of the MRO’s verification interview of the applicant or driver, a further medical evaluation. This evaluation will be performed by a licensed physician, acceptable to the MRO, with expertise in the issues raised by the applicant’s or driver’s explanation. The driver or applicant is responsible for finding and paying for a referral physician. However, on request of the applicant or driver, SECURE or MRO will provide reasonable assistance to the applicant’s or driver’s efforts to find such a physician. If, after conferring with the referral physician, the MRO concludes that there is a legitimate medical explanation, the MRO shall cancel the test and report the cancellation and the reasons for it to the DER and the tested individual. If, after conferring with the referral physician, the MRO concludes that there is no legitimate medical explanation, the MRO will notify the DER and the tested individual of a verified refusal to test because of adulteration or substitution.

d. Right to have split-specimen analyzed:

- Verified Positive Tests:

All applicants and drivers whose primary urine specimen results in a verified positive test result have the right to request that their split-specimen be analyzed in a different DHHS certified laboratory, selected by SECURE, for the presence of the drug(s) for which a positive result was obtained. The request must be made to the MRO within 72 hours of being notified by the MRO of a verified positive test result. If the split-specimen fails to reconfirm the presence of the drug(s) found in the primary specimen, or if the split-specimen is unavailable, inadequate for testing or untestable, the MRO shall cancel the test and report the cancellation and the reasons for it to the DER, the tested individual and the DOT. However, if the split-specimen reconfirms the presence of the drug(s) or drug metabolite(s), the MRO will notify the DER and the tested individual of the test results.

- Verified Adulterated or Substituted Tests:

All applicants and drivers whose primary urine specimen is verified adulterated or substituted have the right to request that their split-specimen be analyzed in a different DHHS certified laboratory, selected by SECURE, to reconfirm the adulterated or substituted result. The request must be made to the MRO within 72 hours of being notified by the MRO of a verified adulterated or substituted test result. If the split-specimen fails to reconfirm adulteration or substitution of the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the DER, the tested individual and the DOT. Additionally, if the split-specimen is unavailable, inadequate for testing or untestable, the MRO shall cancel the test and report the cancellation and the reasons for it to the DER, and the tested individual. The DER shall ensure the immediate collection of another specimen from the applicant or driver under direct observation, with no notice given to the applicant or driver until immediately prior to the collection. However, if the split-specimen reconfirms adulteration or substitution, the MRO will notify the DER and the tested individual of the test results. Reconfirmation of adulteration or substitution constitutes a refusal to submit to a test.

- Inability to provide an adequate amount of urine specimen:

Applicants and drivers must provide a urine specimen of at least 45 milliliters of urine for a drug test. If the tested individual is unable to provide such a quantity of urine, then the tested individual will be instructed to drink a set amount of fluids and after a set period of time, again attempt to provide a complete specimen. If the applicant or driver refuses to attempt to provide a new urine specimen, this will constitute a refusal to submit to a test. If the applicant or driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection will be discontinued. The DER, after consulting with the MRO, will then direct the applicant or driver to obtain, within five working days, a medical evaluation. Failure to undergo such an evaluation constitutes a refusal to test. The purpose of the evaluation is to determine whether the applicant or driver has a medical condition that has, or with a high degree of probability could have, precluded the applicant or driver from providing a sufficient amount of urine.

- Collections or Re-collections under Direct Observation:

Procedures for collecting urine specimens allow an individual privacy unless there is a reason to believe that a particular individual has adulterated or substituted, or attempted to adulterate or substitute, the specimen, as defined in the Federal Procedures For Transportation Workplace Drug Testing Programs, 49 C.F.R. Part 40. In such cases, a specimen may be obtained under the direct observation of a specimen

collector of the same gender as the individual being tested. In addition, SECURE will direct an immediate collection under direct observation with no advance notice to the applicant or driver, if:

- the laboratory reported to the MRO that a specimen is invalid, and the MRO reported to SECURE that there was not an adequate medical explanation for the result;
- the MRO reported to SECURE that the original positive, adulterated, or substituted test result had to be canceled because the test of the split specimen could be not performed;
- the MRO reported to SECURE that the specimen was a negative dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL; or,
- the test is a return-to-duty test or a follow-up test.

Alcohol Testing Procedures:

a. How test will be performed:

Alcohol screening tests will be performed by a screening test technician (“STT”) using a non-evidential screening device, or by a breath alcohol technician (“BAT”) using an evidential breath testing device (“EBT”). SECURE ensures that the STTs are proficient in the operation of non-evidential screening devices and that the BATs are proficient in the operation of EBTs. In addition, SECURE will use only non-evidential alcohol screening devices and EBTs, which are listed on the conforming products list issued by the National Highway Traffic Safety Administration.

b. Confirmation of alcohol test results:

If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed using an EBT. The confirmation test will be conducted within 30 minutes from the end of the screening test. The confirmation test result is the final result upon which any discipline or other action taken under SECURE’s policy shall be based.

c. Inability to provide adequate amount of specimen for alcohol testing:

- i. If the driver is unable to provide sufficient saliva to complete a test on a non-evidential saliva-screening device, the STT shall conduct a new test, using a new device. If the driver refuses to complete the new test, this will constitute a refusal to submit to a test. If the new test is completed, but there is an insufficient amount of saliva to activate the device, the driver shall immediately take an alcohol test using an EBT. If the driver declines, or otherwise interferes with the testing, this will constitute a refusal to submit to the test.
- ii. If a driver fails to provide or claims that he or she is unable to provide a sufficient amount of breath to permit a valid breath test, SECURE will direct the driver to obtain, within five days, an evaluation from a licensed physician who is acceptable to SECURE and who has expertise in the medical issues raised by the driver’s failure to provide a sufficient specimen. Failure to undergo such an evaluation constitutes a refusal to test. If the physician concludes that a medical condition has, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of breath, the driver’s test will be canceled. If the physician concludes that there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the driver

from providing a sufficient amount of breath, the driver will be considered to have refused to test.

9. Recordkeeping, Access to Records, and Confidentiality of Test Results (DOT)

SECURE will maintain records related to its drug and alcohol testing program as required by the DOT's and FMCSA's regulations. These records will be maintained in a secure location with controlled access and will not be released to any person except as required by law or expressly authorized by the driver.

The laboratory may disclose drug test results only to the MRO. The MRO, STT and BAT may disclose test results only to the individual tested, designated Company representatives, a treatment program, or a court of law or administrative tribunal to the extent required by law. Beyond that, a driver's test results shall not be released to any person without the individual's written consent.

Non-DOT Employees

The following sections apply specifically to non-DOT regulated employees.

1. Drug and Alcohol Prohibitions (Non-DOT)

In addition to the Prohibitions outlined in the Alcohol and Drug Policy, SECURE drivers are strictly prohibited from engaging in the following activities:

- a. Reporting for work or remaining on duty after the employee has consumed alcohol in any amount that adversely affects the employee's job performance.
- b. Consuming alcohol at any time during an employee's workday. This includes, but is not limited to, while an employee is on or off the premises of SECURE, as well as during the employee's meal and other break periods.
 - i. Exception: This prohibition does not include the authorized and reasonable consumption of alcohol by an employee of legal drinking age at functions or activities sponsored by SECURE or a client. However, responsible, professional, business-like behavior is expected of employees (including management) at all times. Inappropriate, unprofessional behavior associated with alcohol consumption may subject employees (including management) to disciplinary action, up to and including termination.
- c. Engaging in any illegal or unauthorized use of drugs at any time while on or off-duty. This includes, but is not limited to, while an employee is on or off the premises of SECURE, as well as during the employee's meal and other break periods.
 - i. This prohibition does not apply to prescription or over-the-counter medications taken by employees in safety-sensitive positions which:
 1. Have been lawfully prescribed to, or obtained by, the employee;
 2. Are being used by the employee in accordance with the prescription's guidelines (if applicable)
- d. Failing to stay in contact with SECURE or its medical review officer while awaiting the results of a drug test.
- e. Engaging in the unlawful or unauthorized manufacture, distribution, dispensation, solicitation, sale, purchase, transfer or possession of drugs or alcohol while on Company-paid time, on Company premises, in Company vehicles, or while otherwise engaged in activities for or on behalf of SECURE. This prohibition does not include the authorized distribution, dispensation, solicitation, sale, purchase, transfer or possession of alcohol at Company sponsored functions or activities. In addition, an employee's illegal conduct involving drugs or alcohol during non-work times may also result in discipline, up to and including discharge.
- f. The refusal to submit to any drug or alcohol test that is required under SECURE's policy will result in the employee's immediate termination of employment. This includes tests, which employees agree to take in conjunction with a prescribed rehabilitation program.
- g. Testing positive on any drug or alcohol test required under this policy.

2. Refusal to Submit (Non-DOT)

An employee who engages in any of the following conduct will be considered to have refused to submit to a test:

- Refusing or failing to appear for any substance abuse test within a specified time, as determined by SECURE, after being directed to do so by SECURE;
- Failing to sign an authorization form permitting the release of the drug and/or alcohol test result to SECURE;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine, blood, breath, hair or saliva specimen for testing;
- Failing to attempt to provide a urine, breath, hair or saliva specimen for testing;
- Failing to provide a sufficient amount of urine or breath when directed, without an adequate medical explanation;
- Failing or declining to take a second drug or alcohol test that SECURE or collector has directed to be taken;
- Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by SECURE as part of the “shy bladder” procedures, or the insufficient breath procedures;
- Adulterating or substituting a urine specimen, or attempting to adulterate or substitute a urine specimen;
- In the case of a directly observed or monitored collection in a drug test, failing to permit the observation or monitoring of the provision of a urine specimen (unless prohibited by law); or,
- Failing to cooperate with any part of the testing process such as by delaying the collection, testing or verification process or otherwise engaging in conduct that clearly obstructs or manipulates, or attempts to obstruct or manipulate, the testing process.

3. Required Tests (Non-DOT)

Except as otherwise provided in this policy, employees are required to submit to testing under the circumstances described below. Except where conditions otherwise require, all tests will normally be conducted either during or immediately after the regular work period, which includes any period when an employee is working overtime. Employees will be paid for time spent being tested.

- a. Pre-Employment / Pre-Access Drug and Alcohol Testing
 - i. All applicants to whom SECURE has given a conditional offer of employment are required to submit to a pre-employment drug test and pre-employment alcohol test (if required by Operator) and must receive a negative result(s) as a condition of employment.
 - ii. All employees with a leave of absence greater than 30 days or who have not been subject to SECURE’s random drug and alcohol program are required to submit to a pre-access drug test and pre-access alcohol test (if required by Operator) and must receive a negative result(s) as a condition of continued employment.
- b. Reasonable Suspicion Drug and Alcohol Testing
 - i. An employee must submit to a drug test and/or an alcohol test whenever SECURE has, in accordance with the applicable state law, reason to suspect the employee has or may have used drugs or alcohol in violation of SECURE’s policy.
 - ii. Except as state or local law may otherwise provide, SECURE’s “reasonable suspicion” determinations will be based on specific, current observations that can be verbalized, including but not limited to the employee’s appearance, behavior, speech, or body odors. These observations may also include indications of an employee’s chronic use of, or the effects of withdrawal from, drugs or alcohol.

- iii. All reasonable suspicion tests must be administered as soon as possible following the determination.
 - iv. SECURE shall transport or make arrangements for the transport of the employee to and from the collection site.
 - v. An employee who is required to submit to a reasonable suspicion test will be suspended after the completion of the drug or alcohol tests, pending receipt of the test results. A negative test will be required to allow the employee to return to work. SECURE also reserves the right to evaluate the employee's conduct that triggered the drug and/or alcohol test, to determine if the conduct in and of itself warrants discipline, up to and including termination.
- c. Post-Accident Drug and Alcohol Testing
- i. Unless otherwise required by state or local law, whenever an employee causes or contributes to a work-related accident (as defined in SECURE's Alcohol and Drug Policy), the employee will be required to submit to a drug test and/or an alcohol test.
 - ii. All post-accident tests must be administered within two (2) hours but no later than twenty-four (24) hours following the accident. Employees who are involved in a work-related accident must remain readily available for testing or will be considered to have refused to submit to a test. However, an employee who is involved in a work-related accident is not prohibited from leaving the scene of an accident for the period of time necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care for the employee or others who injured as a result of the accident.
 - iii. Except where circumstances do not permit, SECURE shall transport or make arrangements for the transport of the employee to and from the collection site.
 - iv. An employee who is required to submit to a post-accident test will be suspended after the completion of the test, pending receipt of the test results. SECURE also reserves the right to evaluate the employee's conduct that triggered the test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

4. Consequences for Policy Violations (Non-DOT)

Employees who violate SECURE's policy are subject to the following consequences:

- a. Refusal To Submit:
Although employees have a right to refuse to submit to a test, employees who refuse to submit to a test when requested will be terminated from employment.
- b. Positive Test Results:
Any employee who receives a verified positive drug test result or a confirmed alcohol test result of 0.04 BAC or greater maybe required to complete an SAP program with return-to-duty and follow-up testing and will be subject to disciplinary action up to and including termination, except for employees employed in Iowa (who receive positive alcohol test results), Minnesota, Rhode Island or Vermont. Employees who receive a positive alcohol test result in Iowa, and employees who receive a verified positive drug test result or a positive alcohol test result in Minnesota, Rhode Island or Vermont, will be suspended and may be subject to discipline, and must comply with the following:
 - i. Except as provided in subparagraph ii. of this section, if the employee has not tested positive previously and agrees to rehabilitation, then the employee will not be terminated and will be given an opportunity to sign and comply with SECURE's

- “Last Chance” Agreement. This agreement provides an employee with the opportunity to be evaluated for a drug problem by a substance abuse professional and, if determined to be necessary by the evaluating substance abuse professional, to participate in a counseling, treatment or rehabilitation program, whichever is determined to be more appropriate by the substance abuse professional. Unless covered through the employee’s medical plan, the cost of the evaluation and any counseling, treatment or rehabilitation will be paid at the employee’s own expense. The employee also may be subject to a return-to-duty drug testing, and follow-up testing, as recommended by the substance abuse professional, and as permitted by applicable law.
- ii. However, an employee who tests positive for the first time will be terminated, if the employee: (i) refuses to sign the “Last Chance” Agreement; (ii) refuses or fails to be evaluated by a substance abuse professional; (iii) refuses to participate in the counseling, treatment or rehabilitation program recommended by the substance abuse professional, or (iv) fails to successfully complete the program, as evidenced by, for example, the employee’s withdrawal from the program before its completion, or by a positive test result during or after the completion of the program.
 - iii. Any employee, who, after entering into a “Last Chance” Agreement, receives a verified positive drug test or a positive alcohol test, will be terminated from employment.
- c. Other Policy Violations:
The employee will be immediately removed from his or her job duties and will be subject to discipline, up to and including termination. In addition to the consequences imposed under this policy, an employee who unlawfully manufactures, distributes, possesses, or uses a controlled substance may be subject to criminal fines and/or imprisonment under federal, state and/or local law.
- d. Fitness-For-Duty Evaluation:
Whenever an employee is required to submit to a “reasonable suspicion” test and receives a negative test result, SECURE may require the employee to submit to a fitness-for-duty evaluation. The evaluation may include a review of the employee’s medical records and/or a medical examination. The purpose of the evaluation is to determine whether the employee poses a significant risk of substantial harm to the health and safety of the employee or others in the workplace, including customers and visitors. Employees will be required to provide the necessary authorizations for obtaining the medical records and conducting the examination. Depending upon the results of the evaluation, SECURE will consider whether the safety or health risk can be eliminated or sufficiently reduced by a reasonable accommodation, if applicable.
- e. Potential Loss of Workers’ Compensation and/or Unemployment Compensation Benefits:
An employee’s violation of SECURE’s policy will be considered as gross and willful misconduct. In addition to the discipline and other consequences imposed under this policy, therefore, such employee misconduct may also result in the denial of unemployment compensation under applicable state law. Additionally, employees who are injured as a result of using drugs or alcohol in violation of this policy and/or the other Company safety rules also risk forfeiture of workers’ compensation benefits under the applicable state law.
- f. Employee violations for employees on Operator jobsites:

Any employee with disqualifying violations as determined by operator requirements, will be immediately removed from operator premises and not reassigned to perform services in the future.

5. Notification of Test Results, Confidentiality (Non-DOT)

Employees will be provided with a copy of their test results if they test positive, unless otherwise required by law. Employees located in Boulder, Colorado, may obtain, upon request, a copy of the records pertaining to their verified positive tests results, and to submit written information explaining such results. In Iowa, written notification of a verified positive drug test result conducted pursuant to this policy also will be provide to a parent of a minor employee by certified mail, return receipt requested.

SECURE will maintain records of its substance abuse program in a secure location with controlled access. These records are confidential and will not be disclosed, except in accordance with applicable law.

6. Testing Procedures (Non-DOT)

SECURE's drug and alcohol testing procedures comply with applicable state and local law. SECURE's procedures ensure the integrity, confidentiality and reliability of the testing process, safeguard the validity of the test results and ensure that test results are attributed to the correct individual. The procedures also minimize the impact upon the privacy and dignity of employees undergoing such tests.

a. Drug Testing :

Drug testing will be conducted via urine testing. SECURE has established a chain of custody procedure for urine specimen collection and testing that will verify the identity of each urine specimen and test result.

i. Laboratories

1. In general, drug tests will be administered at outside collection facilities and analyzed by laboratories which are certified by the U.S. Department of Health and Human Services ("DHHS-certified laboratory") or are otherwise required or permitted to be used under applicable state law. All drug testing in Montana will follow the procedures utilized by the U.S. Department of Transportation, 49 C.F.R. Part 40.

ii. Drugs to be tested for:

Unless otherwise prohibited by law, SECURE will test for the following drugs:

TYPE OF DRUG Initial Test Analyte	INITIAL TEST Cutoff Concentration	CONFIRMATORY TEST Analyte	CONFIRMATORY TEST Cutoff Concentration
6-AM	10 ng/mL	6-AM	10 ng/mL
AMP/MAMP	300 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
Barbiturates	200 ng/mL	Amobarbital Butobarbital Butalbital Pentobarbital Phenobarbital Secobarbital	100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL
Benzodiazepines	200 ng/mL	Alprazolam Diazepam Flurazepam Lorazepam Nordiazepam Oxazepam Temazepam	100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL
Cocaine	150 ng/mL	BZE	100 ng/mL
Marijuana	20 ng/mL	THC	10 ng/mL
Methadone	200 ng/mL	Methadone EDDP	100 ng/mL 100 ng/mL
Methaqualone	300 ng/mL	Methaqualone	200 ng/mL
MDMA/MDA	250 ng/mL	MDA MDMA MDEA	250 ng/mL 250 ng/mL 250 ng/mL
Opiates	300 ng/mL	Codeine Hydrocodone Hydromorphone Morphine	100 ng/mL 100 ng/mL 100 ng/mL 100 ng/mL
OXYC/OXYM	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL 100 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Propoxyphene	200 ng/mL	Propoxyphene	200 ng/mL
URN Creatinine Adulta-PH General Oxidant			

iii. Confirmation and review of drug test results:

1. All positive drug test results will be confirmed by gas chromatography and mass spectrometry ("GC/MS"). All confirmed positive drug test results will be reviewed by a medical review officer ("MRO") to determine whether there is any legitimate explanation for the positive test result. This review may include a medical interview, review of the employee's medical history, or review of

- any other relevant biomedical factors and all medical records made available by the employee.
2. An employee's use of prescription and over-the-counter medications may result in a positive test result. Employees will be given the opportunity to discuss with the MRO any legitimate explanation for the positive test result. Employees may provide any information, which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result, the MRO will report the test result as negative. If the MRO determines that there is no legitimate explanation for the confirmed positive test result, the result will be verified by the MRO as a confirmed positive test. If an employee refuses or fails to make himself/herself available to speak with the MRO, the MRO may verify a test as positive without having communicated directly with the tested individual.
 3. If the MRO reports to SECURE that a negative drug test was dilute, the employee will be directed to take another test immediately. If the employee refuses to take a second test, this constitutes a refusal to test. If the second test is negative dilute, the test stands as a negative.
- iv. Right to have confirmatory re-test:
Employees whose primary specimen is verified positive may request a confirmatory re-test of the original specimen, at their own expense (unless otherwise provided by law), in a different DHHS-certified laboratory (or other laboratory required or permitted under state law) selected by SECURE, unless otherwise required by law. In general, this request must be made by the employee within 72 hours of being notified by the MRO of a verified positive test result (unless otherwise required or permitted under state law). However, in certain states, including Iowa, Maryland, Minnesota, and North Carolina, employees who test positive will be notified by SECURE in writing of their test results and will be advised of the time period in which to request a confirmatory re-test. No other appeal procedure is available.
 - v. Inability to provide adequate amount of urine:
Employees must provide at least 45 milliliters of urine for a drug test. If the employee is unable to provide such a quantity of urine, then the individual will be instructed to drink a set amount of fluids and, after a set period of time, again directed to provide a complete specimen. If the employee refuses to drink the fluids as directed, or refuses to provide a new urine specimen, this will constitute a refusal to submit to a test. If the employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection will be discontinued. The DER, after consulting with the MRO, will then direct the employee to obtain, within five working days, a medical evaluation. Failure to undergo such an evaluation constitutes a refusal to test. The purpose of the evaluation is to determine whether the employee has a medical condition that has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of urine.
 - vi. Adulterated or Substituted urine specimens:
Procedures for collecting specimens allow an individual privacy unless there is a reason to believe that a particular individual may adulterate or substitute the specimen. In such cases, a specimen may be obtained under the direct observation of a collection site person of the same gender as the employee, unless prohibited by law.

b. Alcohol Testing

In general, alcohol screening tests will be performed by a certified technician using a non-evidential screening device or evidential breath testing device which the technician is proficient to operate. SECURE will only use alcohol-screening devices that are on the National Highway Traffic Safety Administration's ("NHTSA") Conforming Products List ("CPL").

i. Confirmation of alcohol test results and threshold for positive test results:

If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. The confirmation test will be conducted within 30 minutes from the end of the screening test. The confirmation test result is the final result upon which any discipline or other action taken under SECURE's policy shall be based. SECURE will consider .04 BAC or greater to be a positive test result.

ii. Inability to provide adequate specimen amount for alcohol testing:

If the employee is unable to provide sufficient saliva to complete a test on a saliva-screening device, the technician shall conduct a new test, using a new device. If the employee refuses to complete the new test, this will constitute a refusal to submit to a test and the employee will be terminated. If the new test is completed, but there is an insufficient amount of saliva to activate the device, the employee shall immediately take a breath alcohol test using an evidential breath-testing device ("EBT"). If the employee refuses to submit to the test using an EBT the employee will be terminated.

Each employee shall blow forcefully into the mouthpiece of the EBT for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained. If an employee fails to provide or claims that he or she is unable to provide a sufficient amount of breath to permit a valid breath test, SECURE will direct the employee to submit to blood testing, where permitted by law. If blood testing is not permitted by law or is not feasible, then SECURE will direct the employee to obtain, within five days, an evaluation from a licensed physician who is acceptable to SECURE and who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. Failure to undergo such an evaluation constitutes a refusal to test. If the physician concludes that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the employee's test will be canceled. If the physician concludes that there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the employee will be considered to have refused to test.

Information on Effects of Alcohol and Drugs

SECURE is committed to providing a safe workplace for all Employees and our customers, the public, and the environment, whose safety may be affected by the conduct of our Employees. SECURE recognizes the use of Alcohol and Drugs can adversely affect the ability of an individual to safely perform the duties of their job, in addition to the negative impact to health, personal life, and the lives of others. The following information should assist you in identifying individuals at risk and establishing a track to recovery either for yourself or for someone you know.

- <https://www.drugabuse.gov/>
- <https://usaaddiction.com/>
- <https://www.guidanceresources.com/groWeb/login/login.xhtml> (WebID: EAPComplete)

The impact of drug use and alcohol misuse in the workplace is more than just causing harm to the health and safety of the affected individual. Drug use and alcohol misuse decrease an individual's performance and the performance of coworkers who rely on him/her. Impaired judgment, carelessness, and lack of coordination cause more accidents, which put the safety and lives of the affected individual and co-workers at risk. Co-workers may become frustrated trying to help the affected individual by covering up, taking on additional work, or lending him/her money. The result of this frustration can be decreased morale and distrust as co-workers become tired of trying to help and supervisors become suspicious of increased absenteeism, tardiness, lowered job efficiency, etc.

ALCOHOL (A NON-CONTROLLED SUBSTANCE) AND ITS EFFECTS

Alcohol is a legal substance that is widely used and, unfortunately, misused. While it is important for your safety, the safety of your co-workers and the general public to continue to be very concerned about the significant dangers of controlled substances, the abuse of alcohol has a major impact on the safety of those individuals as well. The most common substance found in drivers of commercial vehicles involved in fatal accidents is alcohol (the second most prevalent substance is marijuana).

The significance of alcohol misuse among the American population is borne out by statistics:

- It is estimated that 3-10% of all Americans have an alcohol related problem, depending upon how alcoholism is defined.
- 25% of all hospital admissions in the United States are related to alcohol misuse.
- 2-3% of the driving population is legally drunk at any one time. This rate doubles at night and on weekends.
- 40% of family court cases involve an alcohol problem.
- 2/3 of all homicides are committed by people who drink prior to the crime.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related.
- Alcohol abusers are costing companies, health care organizations and the general public tens of thousands of dollars each year in poor quality products, health care costs, workers compensation costs, and unemployment costs. More importantly, these abusers are costing innocent lives.
- The National Institute on Alcohol Abuse and Alcoholism has estimated that 50% of the people with job performance problems suffer from alcohol-related problems. The rationale underlying an employer's approach to alcohol abuse in the workplace is that any alcohol abuser, even one in the early stages of

abuse, will tend to exhibit a pattern of deteriorating job performance that will eventually affect not only the abuser, but his or her co-workers, and the general public.

Unless detected early on, alcohol use in the workplace can lead to a series of costly and potentially dangerous situations, including:

- Absenteeism - Tardiness and excessive use of sick time.
- Lower Productivity - Studies have shown that an alcohol abuser works at only two-thirds of his/her actual work potential.
- Poor Work Quality - Shoddy work, rework, and material waste may be evident. For drivers it means decreased mental and physical agility and concentration.
- Poor Morale - Chronic alcohol misuse often creates wide mood swings, anxiety, depression, and anger. Non-drinking co-workers often see alcohol users as poor team workers and safety hazards.
- Increased Number of Accidents and Near Misses - Impaired individuals are 3-6 times more likely to be involved in on-the-job accidents or near miss incidents. A person that's legally intoxicated is six times more likely to have an accident than a sober person is.
- Equipment Problems Due to Negligence - Alcohol misuse often leads to inadequate maintenance of machinery or equipment because the driver has lost interest or is hoping their equipment will not work to avoid working themselves.

CONTROLLED SUBSTANCES AND THEIR EFFECTS

Substance abuse is a national problem that negatively impacts every American. It not only affects individual users and their families, but it also presents new and increasing dangers in the workplace. One in six working Americans has a drug related problem. Employees who use controlled substances are 33% less productive, 500% more likely to be involved in an on-the-job accident, 500% more likely to file a worker's compensation claim, 250% more likely to have an absence exceeding eight days, significantly more likely to be involved in employee theft, and 360% more likely to injure themselves or another person in the workplace.

As with alcohol abuse, drug use can lead to a series of costly and potentially dangerous problems in the workplace, including:

- Absenteeism - Tardiness and excessive use of sick leave.
- Staff Turnover - Substance-abusing employees have disorganized lives. Many quit rather than face detection. Others transfer or are fired because of poor or unsafe performance.
- Lower Productivity and Work Quality - As with alcohol abusers, substance-abusing employees perform at about two-thirds of their actual work potential. Shoddy work, rework and material waste may be evident. For drivers, decreased mental and physical agility and concentration causes increased cargo damage or passenger complaints, missed schedules, incomplete or lost shipments and more traffic accidents.
- Equipment Breakdown - Again, substance-abusing employees often do not maintain their equipment, either because they have lost interest in their job, or look forward to having equipment declared out of service as a means of avoiding work.
- Poor Morale - Chronic substance abusers create the same atmosphere as alcohol abusers in the workplace. Non-drug using employees often view them as poor team workers and a hazard to the safety of others.

- Increased Accidents and Near Misses - Substance abusers are 3.6 times more likely to be involved in an accident. Even small quantities of controlled substances in the system can cause a deterioration of alertness, clear-mindedness, and reaction time

POST-INCIDENT ALCOHOL & DRUG TESTING PROCESS GUIDELINE

Overview

Part of SECURE’s commitment to a safe work environment is to investigate causes of workplace incidents. When an incident occurs, a consideration as to what factors may have contributed to the event, including whether alcohol or drugs are a related factor, are looked at. Supervisors need to be prepared to take the necessary steps using post-incident testing.

This guideline can be to explain the “[Post-Incident Internal Documentation](#),” in conjunction with the “[Reasonable Cause Guidelines](#)” and the “[Internal Investigation Report](#),” which can be found on [The Station](#).

Purpose and Guideline

Supervisors have a responsibility and obligation to ensure all employees adhere to the Alcohol and Drug Policy ([A&D Policy](#)), which helps enforce the protection of not only themselves, but the other employees around them. This includes reporting suspected violations of the A&D Policy. The “[Post-Incident Internal Documentation](#)” needs to be filled out to confirm that there was reasonable cause to believe drugs and/or alcohol may have been involved in a workplace incident, and that testing is necessary in order to either confirm or rule-out impairment as a factor. As the Supervisor, you must prove that an incident or near-miss occurred per the defined events **AND** that the employee acted or failed to act in a way that may have led to the incident. An incident occurring does not automatically mean that a test is required.

Guideline

	Definition / Example
1. Incident Checklist:	
“Actual or near-miss event (potential)”	An occurrence, circumstance, or condition that caused or had the potential to cause damage to person, property, reputation, security or the environment.
Environment incident with adverse implications	The unplanned and uncontrolled discharge of a substance (solid, liquid, or gas) from its typical storage vessel or transportation vessel into the environment.
Personal injury	An incident that requires medical treatment.
Violent, aggressive or unusual behavior	Please see attached “Reasonable Cause Internal Documentation” for a checklist of behavioral traits. These behaviors will be abnormal for the employee.
Equipment/property damage	Where damage is incurred to either Secure property (equipment, parked vehicles, facilities, etc.) or third-party property has been damaged
Recordable motor vehicle incidents (MVI)	Any incident involving a licensed motor vehicle while on business use which results in a recordable injury, vehicle damage, or other property damage.
2. Acts and Omissions Checklist:	
Omission	The failure to act, negligence
Failure to adhere to any program, practice, process, or procedure that is reasonable to have known and understand	Employees sign off and acknowledge the applicable SOPs and JSAs for current job duties. Every employee should reasonably know and understand the safe procedures for the work they are performing. If an employee is acting outside of regular standard procedures, there is a potential that it could indicate impaired judgement.
Failure to use or improperly use any tools or equipment	Example: Using a non-certified lanyard as fall protection.
Recognized but failed to address a hazard or failed to recognize a hazard that a competent worker would reasonably have	Assuming the employee is properly trained and should have recognized the hazard. Example: Not wearing fall-protection when working in heights.

Failure to do everything reasonable and practical to prevent the incident	Employee failed to take steps that are part of an SOP, or that any reasonable person would have taken to prevent the incident. Example: No barriers or warning signs were set up around excavation
---	---

The Supervisor must make the decision to have the test performed as soon as possible after the incident occurs, after consultation with senior management, your divisional health & safety contact and your divisional HR business partner.

Please keep the following in mind:

- The employee cannot consume any alcohol or drugs until after the test has been done
- The employee will need to be tested no more than eight hours after the time of the incident occurring
- The employee must complete the test within four hours of being assigned
- The supervisor must escort, or assign a delegate to escort, the employee to the testing location and back to their home after completion of the test. **At no time is the employee to be left alone during this process**
- HR or your health & safety rep will advise on the testing procedures and further steps

Please see the attached “[Reasonable Cause Internal Documentation](#)” for more information on identifying a suspected impaired employee.

Resources

- [HR Policy – Alcohol & Drug](#)
- [HR Policy – Appendix A, USA Alcohol & Drug](#)
- [HR Policy - Post-Incident Internal Documentation](#)
- [HR Policy - Reasonable Cause Documentation Checklist](#)
- [Definition and Signs of Impairment at Work:](#)

Contacts

If you have any questions, please contact your divisional health & safety representative or HR business partner.

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REASONABLE CAUSE INTERNAL DOCUMENTATION

Reasonable Cause includes, but is not limited to, any situation where an employee is reasonably believed to be unable or become unable to safely perform their duties as a result of impairment by Alcohol or Drugs. Where a supervisor has reason to believe an employee has acted in contravention of the Alcohol and Drug Policy ([A&D Policy](#)), the Employee may be required to submit to testing.

Employee details:

Name: _____

Business Unit: _____ Division: Corporate DPS OSS PRD

Report completed by:

Name: _____

Business Unit: _____ Division: Corporate DPS OSS PRD

Observation date: _____ Observation time: _____AM/PM

Instructions for use:

1. Testing is only required when there are reasonable grounds to believe alcohol or drug use is a factor in an Unfit for Duty or Reasonable Cause investigation. NOTE: No single factor or combination of factors listed below will constitute an automatic test. Reasons are to be documented and submitted to HR.
2. Use the checklist on the following pages to identify the indicator or combination of indicators that you believe provided grounds for the test. This will help you complete the documentation form with your reasons for action.
3. Arrange to meet with the employee in order to raise your concerns and allow them an opportunity to respond. Have a witness present, **always ensure confidentiality.**

If, after consultation and agreement of the next level of management (in person or by phone), the decision is to conduct a test, please advise the individual they are being referred for an alcohol and drug test. Escort the individual to the test site.

Observations

(Place a checkmark next to any of the following observations exhibited by the employee.)

Physical

Walking:

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Holding on | <input type="checkbox"/> Unsteady | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Stumbling | <input type="checkbox"/> Staggering | _____ |
| <input type="checkbox"/> Unable to walk | <input type="checkbox"/> Falling | _____ |

Standing:

- | | |
|--|--|
| <input type="checkbox"/> Swaying | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Unable to stand | _____ |
| <input type="checkbox"/> Staggering | _____ |

Movements:

- | | | |
|---|--|--|
| <input type="checkbox"/> Lack of motor coordination | <input type="checkbox"/> Slow | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Fumbling | <input type="checkbox"/> Hyperactive | _____ |
| <input type="checkbox"/> Jerky | <input type="checkbox"/> Diminished coordination | _____ |
| <input type="checkbox"/> Nervous | <input type="checkbox"/> Tremors | _____ |

Eyes:

- | | | |
|------------------------------------|---|-------|
| <input type="checkbox"/> Bloodshot | <input type="checkbox"/> Closed | _____ |
| <input type="checkbox"/> Watery | <input type="checkbox"/> Dilated/Constricted Pupils | _____ |
| <input type="checkbox"/> Droopy | <input type="checkbox"/> Other: | _____ |
| <input type="checkbox"/> Glassy | | _____ |

Face:

- | | | |
|----------------------------------|---------------------------------|-------|
| <input type="checkbox"/> Flushed | | _____ |
| <input type="checkbox"/> Pale | <input type="checkbox"/> Other: | _____ |
| <input type="checkbox"/> Sweaty | | _____ |

Breath:

- | | | |
|---|---|--|
| <input type="checkbox"/> Faint alcoholic odor | <input type="checkbox"/> Sweet/pungent tobacco odor | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Alcoholic odor | <input type="checkbox"/> Heavy use of breath spray | _____ |
| <input type="checkbox"/> Chemical odor | | _____ |

Speech:

- | | | |
|-------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Whispering | <input type="checkbox"/> Silent | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Rambling | _____ |
| <input type="checkbox"/> Shouting | <input type="checkbox"/> Mute | _____ |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Slow | _____ |
| <input type="checkbox"/> Slobbering | | |

Appearance:

- | | | |
|---|---|---|
| <input type="checkbox"/> Unruly | <input type="checkbox"/> Bodily excrement stains | <input type="checkbox"/> Excessive sweating |
| <input type="checkbox"/> Messy | <input type="checkbox"/> Visible puncture marks or tracks | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Stains on clothing | <input type="checkbox"/> Burnt rope smell | _____ |
| <input type="checkbox"/> Marijuana Odor | | _____ |
| <input type="checkbox"/> Partially dressed | | _____ |

Behavioural

Demeanor:

- | | | |
|--|---|---|
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Argumentative | <input type="checkbox"/> Inability to focus |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Withdrawn | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Rapid speech | <input type="checkbox"/> Mood swings | _____ |
| <input type="checkbox"/> Sarcastic | <input type="checkbox"/> Overreacts to minor things | _____ |
| <input type="checkbox"/> Sleepy/yawning | <input type="checkbox"/> Excessive laughter | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Forgetful | |
| <input type="checkbox"/> Sleeping on job | | |

Actions:

- | | | |
|--|--|--|
| <input type="checkbox"/> Hostile | <input type="checkbox"/> Possessing, using or distributing an illegal substance; | disappearances from worksite |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Confusion (e.g. location, date, time) | <input type="checkbox"/> Decreased productivity |
| <input type="checkbox"/> Profanity | <input type="checkbox"/> Frequent trips to washroom | <input type="checkbox"/> Above average injuries, mistakes, accidents |
| <input type="checkbox"/> Drowsy | <input type="checkbox"/> Excessive tardiness or absenteeism | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Extended lunch hours | _____ |
| <input type="checkbox"/> Erratic | <input type="checkbox"/> Unexplained departures or | _____ |
| <input type="checkbox"/> Hyperactive | | |
| <input type="checkbox"/> Resisting communication | | |
| <input type="checkbox"/> Paranoid | | |

Appetite:

- | | | |
|---|--|--|
| <input type="checkbox"/> Always munching on something | <input type="checkbox"/> Frequently eating candy | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Constantly chewing gum | <input type="checkbox"/> Popping mints often | _____ |
| | | _____ |

Miscellaneous

- On-the-job misconduct by employee
- Employee admission to alcohol and/or drug use or possession
- Employee admission that they may not be able to pass test
- Presence of alcohol and/or drugs in employee's possession or vicinity

Employee Response: In all situations when there is Reasonable Cause to believe an employee is unfit for work, the employee will be escorted by a supervisor to a safe place, interviewed, and given an opportunity to explain the situation. **Always ensure that a witness is present.** The employee should be able to provide a reasonable explanation for their behaviour or condition, and the supervisor will act commiserate to the situation.

If the explanation is not plausible, and/or the supervisor still believes the employee is unfit for normal work, the supervisor may refer for medical attention (*if there appears to be immediate medical concerns*), or make arrangements for an Alcohol and Drug test. The employee will be provided with escorted transportation to the

