



# **WILLIAM DAY CONSTRUCTION**

## **Alcohol and Drug Policy**

### **I. Purpose**

Consistent with our Health and Safety Policy which first and foremost place health and safety above all, William Day Construction (the Company) is committed to protect the health and safety of employees and contract workers as well as the environment in which we live and operate. There is an inherent risk in the trucking, environmental and mine contracting business; as a result, our health and safety performance relies on good judgment and precise action. Accordingly, the Company recognizes that its employees are operating in a safety sensitive work environment.

We recognize that the use of illicit drugs and other mood altering substances, and the inappropriate use of alcohol and medications can adversely affect the health and safety of our employees, contract workers, and other stakeholders, including but not exclusively, the members of the communities in which we operate. It is recognized that such use can place the integrity and safety of Company facilities and operations at risk.

Due, then, to the safety-sensitive nature of our operations this document is intended to outline our Company Alcohol and Drug Policy and to confirm our commitment to minimize risk associated with our operations and support early intervention as required.

This Policy is a component of our Health, Safety and Environment Program.

### **II. Scope**

This Policy applies to all employees, including management, while they are engaged in Company business, at all times when on Company premises or worksites and operating Company vehicles and equipment. Any violation of this Policy will result in disciplinary action up to and including discharge.

All contractors will also be advised of the applicable provisions of this Policy, and will be expected to enforce these requirements for their employees, sub-contractors and agents performing work for William Day Construction's operations. Specific requirements for contractors are set out in the Alcohol and Drug Requirements for Contractors and Contract Workers. Any contravention of these Requirements will be considered a breach of contract.

Details on responsibilities, standards, and procedures are found in the following sections of the Policy. Key definitions, a medication guideline and testing procedures are found in the Appendix and form a part of this Policy. It is subject to ongoing review and evaluation, and modifications will be made as deemed necessary to respond to current circumstances and the evolving needs of the organization

### **III. Responsibilities**

All employees are expected to perform their job in a safe manner and in all ways consistent with established Company rules and regulations. In addition, it is expected that all employees will:

- Read and understand the Policy and their responsibilities under it,
- Report fit for duty for any and all scheduled or unscheduled (i.e stand by, on call,) work, and remain fit for duty while on Company business, premises, and worksites.
- Before a violation of this Policy occurs, 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,
- Co-operate with any work modification related to safety concerns,
- Intervene as appropriate to encourage a co-worker to access assistance before an alcohol or drug problem impacts safe performance of their work, and
- Co-operate with an investigation into violation of this Policy, including any request to participate in the testing program as per this Policy.

Because all employees are responsible for health and safety performance, they are expected to immediately advise their supervisor if they believe a coworker or contractor is unfit on the job.

Supervisors are responsible for:

- On-going performance management to ensure safe operations and effectiveness of the Policy,
- Guiding employees who voluntarily seek assistance for a personal problem to appropriate resources (Resource Group) while maintaining confidentiality,
- Advising in confidence the Program Administrator if an employee suggests they have a problem with alcohol and/or drugs so that arrangements for an assessment can be made,
- Taking appropriate steps to investigate any possible violation of the standards set out under this Policy,

- Making referrals for an alcohol and drug test in a post incident or reasonable cause situation as and when required to do so under this Policy; and
- Monitoring and ensuring Policy compliance of contract workers

The Alcohol and Drug Program Administrator, reporting to the Resource Group will be responsible for:

- Ensuring consistent administration of the Policy,
- Resolution of any questions related to the interpretation of this Policy,
- Supporting supervisors in meeting their responsibilities under this Policy,
- Coordinating development and delivery of employee education and supervisor training programs related to drug/alcohol use/abuse and identification,
- Ongoing management of the alcohol and drug testing program,
- Supporting employees requiring professional counseling and/or treatment as per this Policy.

## IV. Standards

To minimize the risk of unsafe and/or unsatisfactory performance due to the use of, or after effects of alcohol or other drugs, including mood altering substances and medications, employees are expected to comply with the following standards at all times when on Company business, premises and worksites and when operating Company vehicles and equipment. Everyone is expected to report fit for work and remain fit for all scheduled work.

1. **Illicit Drugs and Mood Altering Substances:** The following are prohibited:
  - a. The use, possession, cultivation, manufacture, distribution, offering or sale of illicit drugs and other mood altering substances, and related drug paraphernalia,
  - b. Reporting to work or being at work while under the influence of illicit drugs and other mood altering substances; and
  - c. A positive drug test as determined through the testing program.

Note: for purposes of this Policy, cannabis used in any form whether recreational or medicinal, is a mood altering substance.

2. **Alcohol:** The following are prohibited with the exceptions noted below:

- The use, possession, distribution, offering or sale of beverage alcohol;
- a. Reporting to work or remaining at work or performing work for the Company under the influence of alcohol from any source,
  - b. Consumption of any product containing alcohol (including beverage alcohol) or having the appearance of alcohol (e.g. malt beverages that have the appearance of alcohol but contain no alcohol) when on duty or when working for the Company, including during meals or breaks, and
  - c. a positive alcohol test as determined through the testing program.

Exceptions: It is understood employees may use alcohol after the workday and/or work requirements are completed and they are representing the Company, provided they are not returning to work and that such use will not negatively impact the employee's safe performance the next subsequent shift.

**3. Medications:** Employees are required to responsibly use all medications including those that are prescribed and over-the-counter. Medications of concern are those that inhibit an employee's ability to perform their job safely and productively. A guideline on medications is attached within this Policy. The following are prohibited:

- a. Being unfit for work due to the use of a medication;
- b. The intentional misuse of medications (e.g. not using the medication as it has been prescribed or directed by the pharmacy, using someone else's prescription medication, combining medication and alcohol use against direction);
- c. The possession of prescribed medications without a legally, medically obtained prescription and,
- d. Distribution, offering or sale of prescription medications (trafficking).

In the interest of health and safety employees who may need to use a medication are required to;

- a. investigate (through their Doctor or pharmacist) whether the medication can negatively affect safe performance by explaining their job functions.
- b. act responsibly and use a safe alternative medication choice when available (e.g. non-drowsy); however
- c. if the medication they are using will affect their ability to operate safely and productively, they are required to advise their immediate supervisor of any need for work modification and comply with any recommended course of action to minimize safety risk..

William Day Construction reserves the right to confirm the nature and duration of any work modification. The employee may be required to provide satisfactory medical evidence of his/her ability to work safely and failure to provide evidence could be a violation of the Policy. If there is any concern about safe performance, a medical work modification may be issued and the individual may be assigned to alternate duties, if available, and at the discretion of the Company.

- 4. Stand-by and On-call Situations:** All employees on standby and/or on call are expected to remain fit to respond to a call and be in compliance with this Policy.
- 5. Unexpected Call-In:** If an employee is under the influence of alcohol or other drugs or substances, or in a condition that could impact safe operations and is contacted in good faith by the Company to perform unscheduled services, it is the responsibility of the employee to decline the call.

# VI. Prevention, Assistance, Rehabilitation, Aftercare

1. **Prevention:** This Policy stresses the importance of ensuring employee wellness specifically as it relates to alcohol/drug use while also outlining the Company's commitment regarding compliance to this Policy at all times. This commitment includes providing reasonable assistance to ensuring an employee's recovery from an addiction and/or problem with drug/alcohol use.
2. **Assistance:** Employees are encouraged to access assistance through the Resource Department, Program Administrator, their personal physician, their manager, or appropriate community services for help with any problem that may be affecting safe work performance.
3. **Managing Performance:** 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 seek assistance should a personal problem be affecting their job performance.
4. **Request for Assistance:** Employees who request help or voluntarily disclose an alcohol or drug problem through Resource Department, their supervisor or any member of management will be referred for a Substance Abuse Professional (SAP) assessment in this situation. They will be supported through a treatment and aftercare program consistent with the assessor's recommendations within the bounds of the Company benefit plan. Arrangements for the assessment will be made through the Resource Group. In this situation, the employee must attend the assessment and comply with the recommendations that result.
5. **Assessment/Rehabilitation:** The Company 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 expected to seek advice and to follow appropriate treatment promptly before safe job performance is affected or violations of this Policy occur.
6. **Responsibilities:** Employees should understand that accessing assistance or declaring a problem does not eliminate the requirement for maintenance of safe and acceptable performance levels and compliance with the Policy. Should discipline or testing be warranted, it cannot be avoided by a request for assistance with a problem or by disclosure that the employee is already involved in a treatment program.

7. **Aftercare:** An employee who receives formal treatment for an alcohol or drug problem as a result of a referral through the Company must comply with the terms and conditions of any rehabilitation program established to help their recovery. In addition, and, if appropriate, taking into account the circumstances of the individual employee, the Company may require compliance with an aftercare program as condition of continued employment.
8. **Work Modification:** Where a medical professional, Substance Abuse Professional, 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 the Company.
9. **Confidentiality:** At all times 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 the Company). 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.

## VII. Investigative Procedures

1. **Unfit for Duty Situations:** In all situations when there are grounds to believe an employee is unfit to be on Company premises or a worksite, the employee will be escorted by a supervisor to a safe/private place and given an opportunity to explain why they appear to be in a condition unfit for work.

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. Based on the explanation, if the supervisor still believes the employee is in a condition unfit for normal work, the supervisor may take one of the following actions:

- a. referral for medical attention if there are immediate medical concerns (health center, local hospital or clinic); or
- b. make arrangements for an alcohol and drug test if there are reasonable grounds to believe alcohol or drug use may be a factor in the situation (refer to next section).

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 residence of the care of another adult person. The employee may be temporarily removed from their duties or reassigned, at the Company's discretion, pending completion of any investigation.

2. **Alcohol and Drug Testing:** All employees are subject to alcohol and drug testing in the following circumstances. Further information on testing procedures is found in the Appendix. Any failure/refusal to test is a violation of this Policy (refer to the Appendix for Definitions).

a. **Reasonable Cause:** Testing will take place whenever the Company has reasonable grounds to believe that the actions, appearance or conduct of an employee while on duty are indicative of the use of drugs or alcohol.

The decision to test shall be made by a supervisor. Whenever possible, consultation and agreement of a second level of supervision or management should take place. The basis for the decision will be documented as soon as possible after action has taken place. The referral for a test will be based on specific, personal observations resulting from, but not limited to such indicators as:

- Observed use or evidence of use of a substance (e.g. smell of alcohol);
- Erratic or atypical behavior or changes in behavior of an employee;
- Changes in the physical appearance or speech patterns of the employee; or
- Any other observations that suggest alcohol or drug use may be a factor.

Once the decision is made to test, the individual must remain under direct supervision until transported/escorted to the collection site. Employees tested in this circumstance will be removed from duty until investigation is complete. Depending on the test result, a fitness for work assessment may also be required prior to the individual returning to work.

b. **Post Incident:** Alcohol and drug testing may be required after a serious or potentially serious work-related incident as part of a full investigation into the circumstances. 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 of a second level of management. When a supervisor believes that an employee's acts or omissions may have contributed to the incident, the employee may be required to have an alcohol or drug test.

The decision will be made based on the nature and significance of the incident and the explanation given by the employee for the incident.

A serious incident or potentially serious incident would be one causing:

- A fatality or serious personal injury to a worker, a member of the public or any other individual;
- An environmental incident with significant implications;
- Significant loss or damage to property, equipment or vehicles; or
- Significant loss of Company or client revenues.

In addition to the incidents listed above, at their discretion, management may require a post-incident test after any other serious work incident or a near miss considered to have had the potential for more serious consequences as part of a complete investigation.

Testing will also be required after any less significant incident if, as a result of the preliminary investigation, it is concluded that alcohol or drug use may have been a factor (e.g. reasonable cause situation).

Reporting of an incident:

- Employees are expected to report a situation to their immediate supervisor as soon as possible after the incident;
- Employees are expected to participate fully in any subsequent investigation; and
- Failure to report an incident is a violation of this Policy and our other Health and Safety programs and standards.

The following procedures apply:

- The decision to test must be made as soon as possible after the triggering event;
  - Arrangements for testing should be made as soon as possible unless this is impossible because medical attention is required;
  - The need for a test must be documented as part of the preliminary investigation as soon as practicable after the triggering event;
  - A test will not be necessary if there is clear evidence that the acts or omissions of employees could not have been a contributing factor (e.g. structural or mechanical failure or environmental factors);
  - Employees referred for a test will only be those who are identified as having been directly involved in the chain of acts or omissions leading up to the event;
  - should there be a delay in testing, employees to be tested must not consume alcohol, cannabis, drugs, or any other substance or product that would impact results until after the test has been completed, or they are advised a test is not required. The only exceptions, if required, are previously prescribed medications (as directed), or medication administered in the treatment of an acute injury resulting from the incident.
- c. **Return to Work – Post Violation:** In those situations where employment is continued after a Policy violation, employees will be required to pass a return to duty test and may be subject to unannounced testing as a condition of employment as set out in an agreement with the Company.
- d. **Return to Work – Post Treatment:** Unannounced testing may be used as a monitoring tool as determined on a case basis to support the recovery of any employee assuming duties after primary treatment for an alcohol or drug problem.

- e. Other Testing Circumstances: Alcohol and drug testing may be required in other situations in compliance with client requirements. All individuals affected will be advised in advance of these requirements.
3. **Possession of Alcohol or Drugs**: William Day Construction reserves the right to investigate any situation where there are reasonable grounds to believe that banned substances or products are present on Company premises in violation of this Policy. This also applies to customer work sites and all job locations. Supervisors are responsible for identifying situations where an investigation is justified based on a combination of indicators which could include behavior, odour, or presence of paraphernalia. They will be responsible for advising their line manager of the situation, who, in consultation with appropriate resources where required, will make the final decision as to whether and how to initiate an investigation.
  4. **Loss of License/Impaired Driving Charge**: All employees who regularly or periodically operate any Company surface vehicle on a public road on behalf of William Day Construction must advise management of any loss of their driver's license. They will no longer be permitted to drive in that circumstance.

In addition, employees must inform their supervisor immediately if they have been charged with an impaired driving offense under the Criminal Code or have received an administrative license suspension under the Highway Traffic Act when operating a Company vehicle or driving on behalf of William Day Construction. Impaired driving would include but not be restricted to testing over the legal BAC (Blood Alcohol Content) in that jurisdiction, driving while impaired, or refusal to blow into a breath analyzer or provide a sample for testing. If an employee receives a charge or suspension, there will be an investigation. Action taken, including any discipline, will be appropriate to the situation. Failure to report the charge will normally be grounds for discipline up to and including discharge.

## VIII. Social Situations

In the case of any Company 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 Company sponsored social functions which will be held off site; all must have prior approval of the site manager hosting the function. Anyone who attends such events and consumes alcohol must not be returning to or going on duty after the event. The use of cannabis at a Company social event is prohibited,

# IX. Consequences of a Policy Violation

Any violation of the provisions of this Policy will result in discipline up to and including discharge. In all situations, an investigation will be conducted to verify that a Policy violation has occurred. The appropriate discipline in a particular case depends on the nature of the Policy violation and the circumstances surrounding the situation; severity of the violation will warrant entering the discipline process at different levels.

A positive drug test, and/or an alcohol test result of .02 BAC or higher, or a refusal/failure to test are all considered a violation of this Policy.

All employees must be accountable for their actions, even those who may have an alcohol or drug problem or dependency. After any confirmed violation, the employee may be referred for a SAP assessment to determine whether there is need for a structured treatment program. If there is proper medical evidence that she/he has a substance abuse problem which constitutes a disability under the Ontario Human Rights Code, the Company will consider appropriate accommodation measures.

Should the Company determine that employment will be continued after a violation, the employee would be required to enter into an agreement governing 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;
- Adherence to any recommended treatment and aftercare program;
- Successful completion of a return to work test;
- Ongoing unannounced testing for the duration of the agreement;
- Adherence to any rehabilitation conditions or requirements; and
- No further Policy violations during the monitoring period.

Failure to meet the requirements of the agreement during the monitoring period will be grounds for discipline up to and including discharge as set out in the agreement.

# APPENDICES

## Key Definitions

- a. **Company Business** refers to all business activities undertaken by employees in the course of the Company's operations, whether conducted on or off Company premises.
- b. **Company Premises** includes but is not necessarily restricted to all land, facilities, work sites, and vehicles owned, leased or otherwise controlled by William Day Construction for the purpose of conducting Company business.
- c. **Company Worksite** includes any off-site work location to which employees have been assigned.
- d. **Contractor** refers to any legal entity with which William Day Construction has contracted or verbally requested to perform a service on a Day premise or as a representative of William Day Construction. Such entity may be a corporation, unincorporated organization, individual, lease operator, broker, partnership, joint venture, association, firm, trust or other entity.
- e. **Contract worker** refers to any person performing services who may be an employee, subcontractor or agent of a contractor.
- f. **Drug** means any substance, including but not limited to alcohol, illicit drugs, medications, or other mood altering substances, the use of which has the potential to change or adversely affect the ways a person thinks, feels or acts. For purposes of this Policy, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively. Specifically:
  - i. **Alcohol** refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.
  - ii. **Illicit Drug** means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as methamphetamine and cocaine).
  - iii. **Medication** refers to a drug obtained legally, either over the counter or through a doctor's prescription or appropriate authorization.
  - iv. **Mood Altering Substance** refers to any other product that is legally or illegally used, resulting in cognitive or physical limitations that negatively impact performance on the job (e.g. any product containing cannabis including inhaled products, consumables, oils and creams, synthetic marijuana, "bath salts", doda, aerosols and other similar products).
- g. **Drug Paraphernalia** Any personal property which is associated with the use of any drug, substance, chemical or agent, with the exception of devices used for the administration of a legally prescribed medication. This would also include any product or device that may be used to attempt to tamper with a testing sample.
- h. **Employee** includes all regular full time, part time, temporary, casual and seasonal employees on the Day payroll.
- i. **Fitness for Work** in the context of this Policy means being able to safely and acceptably perform assigned duties without any limitations due to the use or after effects of alcohol, illicit drugs, medications or other mood altering substances.

- j. **Refusal to Test:** under the Policy refusal to test would include the following:
- Failure of an employee to report directly for a test,
  - Refusal to submit to a test,
  - Failure to provide a valid specimen absent of a documented medical condition,
  - A confirmed attempt to tamper with a test sample,
  - Refusal to agree to disclosure of a test result to the Company Program Administrator,
  - Attempting to avoid a test by failing to report involvement in an incident which may require testing or by avoiding management following involvement in an incident,
  - Failure to advise of release from medical center/hospital if testing is delayed for medical reasons,
  - Failing or refusing to attend a medical evaluation where required under the Policy or Agreement, and
  - Any attempt to disrupt the testing process as described in the Policy.
- k. **Substance Abuse Professional (SAP):** This is an externally contracted third party with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders. The SAP will assess if the employee has an alcohol or drug dependency, make recommendations regarding education and treatment, and recommend a return-to-duty monitoring program including unannounced testing.
- l. **Supervisor** refers to an employee accountable for a particular area or shift, including Managers, and others in supervisory positions who are directly responsible for the performance of others.

## Guideline on Medications:

All employees are required to manage potential impairment during working hours due to the legitimate use of medications. The following drug categories have been associated with performance impairment and are provided as a guideline to employees assessing their own situation. The list is not exhaustive; there are numerous other over-the-counter and prescription drugs which when taken may impact negatively on overall safe performance. Therefore, employees are required to consult with their personal physician, or a pharmacist to determine if the use of the medication will have any potential negative impact on job performance. This means telling them their job functions and the environment in which they work. They are required to use a safe alternative medication if available. If there is no alternative, and the medication they are using will affect their ability to operate safely, they are to take appropriate action to minimize safety risk by advising management of any need for modified duties. They are expected to report any requirement for modified duties to their supervisor or manager.

William Day Construction reserves the right to confirm the nature and duration of any required work modification. Due to the nature of the Company's business and the type of schedules that employees are operating under, accommodation may not be authorized by the Company. The employee may be required to provide satisfactory medical evidence of his/her ability to work safely and failure to provide evidence could be a violation of the Policy.

- a) Antihistamines – are widely prescribed for hay fever and other allergies (e.g. Allegra, Dimetane). They are also found in many cold medications. These medications may cause drowsiness.
- b) Motion Sickness Drugs – are used to prevent motion sickness and nausea (e.g. Gravol, Antivert). Side effects may include drowsiness.
- c) Barbiturates, Sedatives, Hypnotics, Tranquilliser, Antidepressants – (e.g. Ativa, Imovane, Paxil). Potential side effects may include mild sedation, hypnotic state, dizziness or drowsiness.
- d) Narcotics – (e.g. Demerol, Codeine, Percocet, Oxycontin). Codeine is often found in combination drugs such as 222's or 292s or Tylenol 1,2,3's. Drowsiness, dizziness, and light-headedness may be side effects.
- e) Opioid Agonist Treatment (e.g. methadone, suboxone, buprenorphine). – are prescribed to treat opioid use disorder and chronic pain. The use of these may result in drowsiness, dizziness, and light-headedness and may impact reaction time and cognitive functioning.
- f) Stimulants – medication used for central nervous system stimulation and for appetite suppression can produce sensations of well-being which may have an adverse effect on judgment, mood and behaviour (e.g. amphetamines or medications sold as “diet pills”)
- g) Anticonvulsants – are used to control epileptic seizures and can cause drowsiness in some patients (e.g. Dilantin).
- h) Muscle Relaxants – are used to treat musculoskeletal pain. Most common effects are sedation and drowsiness. (e.g. Flexeril, Robaxial).
- i) Cold Tablets/Cough Mixtures – in particular, night-time remedies can cause drowsiness (e.g. Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine).
- j) Medical Cannabis - is not an approved drug or medicine, and Health Canada does not endorse its use. However, the Access to Cannabis for Medical Purposes Regulations allow physicians to authorize use of cannabis for treatment purposes. The College of Family Physicians of Canada has recommended members restrict its use to a small sub-set of medical conditions, and only after other therapies have been tried. Its use, whether legal or illegal and consumed in any form and at any concentration, can cause dizziness, slow reaction time, sleeplessness, a distorted sense of time and forgetfulness. Any use presents a risk to operating vehicles and equipment and to workplace safety.

## Alcohol and Drug Testing Procedures

The alcohol and drug testing process is based on rigorous collection. Analysis and reporting procedures designed to ensure the accuracy and integrity of the results. Steps in the testing process are highlighted below.

- Testing will be conducted in those circumstances outlined under the Company Policy to determine the presence of six classes of drugs: cannabinoids, amphetamines,

cocaine, opioids, phencyclidine and alcohol. If the Company concludes there is justification to include additional drugs in this list, employees will be advised of the change. Testing for additional drugs may also be required on an individualized basis on advice of a treatment centre or substance abuse professional in a post-treatment situation.

- Collection of specimens for drug testing and administration of alcohol tests will be performed by trained collection agents. All individuals who are tested are required to sign a form to acknowledge the accuracy of the employee and collector information and authenticity of the specimen(s). They will be given a copy of the Drug Testing Custody and Control Form and the Alcohol Testing Form for their records.
- Alcohol tests will be administered by a calibrated evidential breath analyzer with a printout of test results. Drug tests will be administered by urinalysis either using split sample collection for transfer to the laboratory, or using a Point of Collection (quick test) urine drug screen at the collection site with confirmation testing at the lab should it be required. Drug tests may also be administered through collection of oral fluid for analysis in the laboratory.
- If POCT is non-negative for cannabinoids, urine will be discarded and an oral fluid test will be conducted for cannabinoids only. If the POCT is non-negative for cannabinoids and any additional substances, the urine sample will be sent to the lab for confirmation for all substances that it is non-negative for other than cannabinoids and an oral fluid test will be completed for cannabinoids which will also be sent to lab for confirmation testing.
- All laboratory testing will be conducted by a fully qualified and accredited laboratory performing a confirmation test by gas chromatography/mass spectrometry (GC/MS).
- Laboratory confirmed positive drug test results will be reviewed by a qualified Medical Review Officer (MRO). This is an independent physician who will endeavour to discuss the result with the employee in an effort to determine whether a positive test could have resulted from the legitimate use of medications. The individual concerned will be given an opportunity to explain the finding to the MRO who will then determine whether the result will be reported to the Company Program Administrator as a negative, or a verified positive, or a tampered or substituted specimen result.
- In the case of a verified positive drug test result, or a tampered or substituted finding, the employee may ask the MRO to require the split sample to be tested (or for single sample collection, their sample to be retested) within seventy-two (72) hours of receiving their results. If a second confirmed positive test is reported, the person who requested the second analysis is responsible for reimbursing the Company for the associated costs.

- If the test is reported as dilute and negative, or cancelled because the specimen is invalid, the employee will be required to provide an additional specimen for testing as soon as possible.
- For the purpose of this Policy, a positive alcohol test is one in which the blood alcohol concentration is at or above .02% BAC.
- A positive urine test is one in which the amount of drug in the sample identified by the confirmation test is at or exceeds the cut-off levels noted below which have been established for workplace testing programs throughout North America.
- All test results will be reported directly to the Company Program Administrator or designate. Except for the release of information in accordance with this Policy and in situations affecting the health and safety of workers and the public, results of all testing will be maintained by the Program Administrator and will be kept confidential unless otherwise required by law or authorized by order of a tribunal or court.

**William Day Construction Ltd.  
Alcohol and Drug Policy  
Employee Acknowledgement form**

---

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Division:** \_\_\_\_\_

---

By signing below, I hereby confirm receipt of the William Day Construction Alcohol and Drug Policy. I acknowledge that I am expected to read the Policy and to understand my responsibilities under it.

I acknowledge I may be subject to testing under the Company testing program, and that my test results will be reported by the Third Party Administrator directly to the Company's designated Program Administrator.

---

**Signature of Employee** \_\_\_\_\_

**Signature of Witness** \_\_\_\_\_

**Date** \_\_\_\_\_