

Pacific Lumber Inspection Bureau Alcohol, Drugs and Controlled Substances Policy

General

We have a continuing commitment to provide you with a safe, healthy, and productive work environment free from the effects of alcohol, drugs, and controlled substance abuse. Such abuse affects job performance as well as employee and client safety. The Company is committed to deterring such abuse. This policy strictly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace. Abiding by the terms of this policy is a condition of employment at Pacific Lumber Inspection Bureau.

Definitions

Controlled substances: all chemical substances or drugs listed in any controlled substances acts or regulations applicable under any federal, state, or local laws.

Drugs: all prescription and over the counter narcotics or medications that are not controlled substances.

On the job: whenever an employee is on/in Company property or conducting Company business (including business off Company property, such as a mill site), he or she is “on the job.”

Under the influence: if an employee has any measurable alcohol, drugs or controlled substances in his or her system and/or his or her normal physical or mental abilities or faculties have been affected by such substances, he or she is “under the influence.”

Essential functions: the fundamental job duties of the employment position held by a specific employee.

Prohibitions

We do not allow the use, sale, transfer, or purchase of alcoholic beverages, illegal drugs, or other intoxicants at any time while you are at work. You may not report to work under the influence of any amount of alcohol or illegal drugs or other intoxicants, or become under the influence once you are “on the job,” or have alcohol or illegal drugs in your possession when you are “on the job.”

The consumption of alcohol in moderate amounts is allowed at certain authorized Company functions and in conjunction with approved “business entertainment” functions. Notwithstanding this allowance, you are expected to act in a professional and appropriate manner at all times. Free or reimbursed transportation home will be provided to any employee who is under the influence of alcohol and/or cannot safely operate a vehicle. It is your responsibility to recognize that you should not be driving and to take advantage of this service.

You may use, consume, or be under the influence of prescription drugs while on the job when taken pursuant to a valid physician’s order, or of over the counter drugs when taken as appropriate. Such use, however, may not in any way impair your ability to safely perform your job or adversely affect your safety or the safety of other employees or clients/customers. It is your responsibility to be aware of the effects of any medication that you may be taking and to be alert for any evidence of impairment.

You may not possess, use, consume, or be under the influence of a controlled substance while on the job, except when: (a) under, and in strict accordance with, a physician's directions, and (b) such use will not impair your ability to safely perform your job or adversely affect your safety or the safety of other employees, or clients/customers. You must notify the Secretary-Manager if you are using a controlled substance under a physician's directions. It is your responsibility to be aware of the effects of any controlled substance that you may be taking and to be alert for any evidence of impairment.

Criminal Convictions

Any employee convicted of a criminal violation occurring in the workplace and involving a controlled substance must notify the Secretary-Manager within five (5) working days of the conviction. As a result of such a conviction, the Company will take appropriate disciplinary action, up to and including termination, and/or require the employee to participate satisfactorily in the EAP and/or an approved drug abuse assistance or rehabilitation program.

Other Unacceptable Activities Away from the Workplace

We may also take any action we deem appropriate in response to an employee's conviction on a charge of illegal possession, use, distribution, purchase, or sale of any drug, controlled substance, or alcohol away from the workplace. We will decide, in our discretion, whether such conduct adversely affects your ability to perform your job or other services.

Testing

Consistent with the requirements of state and federal law, employees are subject to drug and or alcohol testing under the following circumstances [pick the circumstances that fit your workplace]:

1. Pre-employment. Testing conducted to prevent hiring individuals who illegally use drugs.
2. Post-Accident. Testing for alcohol or illegal drugs of employees involved in accidents where there is injury or property damage. Employees may be disciplined for failure to report an injury in the workplace.
3. Reasonable Suspicion. Testing that is conducted when there is information about an employee's conduct that would cause a reasonable person to believe he or she has used or may be impaired by alcohol or drugs.
4. Follow-Up and Return to Work. Testing of employees who have violated our substance abuse policy, but were given the opportunity to keep their jobs conditioned on successful rehabilitation and no further "positive" tests.

Refusal to consent to testing, non cooperation or tampering with a drug sample shall constitute a violation of this policy. A positive result from a test administered pursuant to this or any other provision in this policy will be verified in accordance with standard laboratory confirmation methodology.

Confidentiality

All information collected pursuant to this policy will be kept in confidence to the extent possible and should be revealed only when necessary or consistent with applicable law.

Nothing contained in this policy modifies our right to terminate without notice any employee at any time

Contacts

Questions related to the interpretation of this policy should be directed to the Secretary-Manager.

Effective Date

December 6, 2007