

## DRUG & ALCOHOL POLICY

Nearly every job involved in line clearance tree trimming is considered "**safety sensitive**" and the use or misuse of drugs or alcohol while at work could place users and others in danger of physical injury. It should be clearly understood that Nelson Tree employees **shall not** use, sell, distribute, or have in their possession illegal drugs while on company business, on company or customer property, or while driving or traveling in company vehicles. Possessing paraphernalia used in connection with any drug or controlled substance is also prohibited. Employees involved in the use, sale, purchase, or transfer of drugs on or in company or customer property may be subject to immediate dismissal and potential criminal prosecution.

No employee **shall** be at work with illicit drugs or alcohol or impaired by their use. Impairment for purposes of this general policy **shall** be defined as a blood alcohol level of 0.02% or higher. Drug levels will be judged against D.O.T. standards.

Off-the-job possession, sale, illegal drug use, or drug activity which leads to a conviction, impairs an employee's job performance, endangers the safety of co-workers or adversely impacts public or customer confidence in Nelson Tree Service's ability to meet its responsibilities is likewise prohibited and could affect the employment relationship.

An employee's performance may also be adversely affected by prescribed medical treatment and medications or by the use of over-the-counter medication. Management must be advised whenever an employee is using prescribed controlled substances or over the counter medicines that could cause a negative reaction or impairment.

There are six types of drug and alcohol tests conducted at Nelson Tree: *Pre-employment, Post-Accident, Reasonable Suspicion, Random, Return-to-Duty, and Follow-up.*

- ✓ **Pre-employment Testing:** *Candidates for employment must undergo a pre-employment drug test. Applicants with a verified positive test will not be hired.*
- ✓ **Post-accident Testing:** *Employees involved in an personal injury or vehicle accident while on duty must submit to alcohol and controlled substance testing. Nelson policy stipulates that employees be taken directly from the accident scene for testing.*
- ✓ **Reasonable Cause Testing:** *Employees will be required to submit to testing based on reasonable suspicion of drug and/or alcohol impaired behavior as observed by a member of management. The specific observations of appearance, behavior, speech or body odors of an employee will be the basis for reasonable suspicion.*
- ✓ **Random Testing:** *CDL Drivers are randomly selected for alcohol and controlled substance testing as outlined by the D.O.T. A computer program randomly selects employees for testing each month.*
- ✓ **Return-to-Duty Testing:** *Employees released from the Employee Assistance Program (E.A.P.) counselor to return to work and employees returning from a leave-of-absence greater than thirty days will be required to submit to controlled substance testing.*
- ✓ **Follow-up Testing:** *Employees who have returned to work under the E.A.P. are subject to follow-up testing. Follow-up testing is unannounced and can occur at any time during a five-year period after the employee completes rehabilitation.*
- ✓ **Refusal to Submit to Testing:** Employees refusing to submit a specimen or sign the custody and control form will be subject to discipline up to and including discharge. *A CDL driver subject to D.O.T. testing who is involved in a fatal accident and refuses to give a urine sample may, at a minimum, not drive for a period of one year.*

**THIS TAILGATE IS NOT THE ENTIRE DRUG & ALCOHOL POLICY. EMPLOYEES ARE ENCOURAGED TO REVIEW THE COMPLETE DRUG AND ALCOHOL POLICIES SET FORTH IN THE NELSON TREE SERVICE EMPLOYEE HANDBOOK.**

SAFETY SMART QUESTION	
CALL - 1-800-522-4311	ELIGIBLE - EMPLOYEES
LEAVE YOUR ID# AND	1000099744
CORRECT RESPONSE TO	1000131510
THE SAFETY QUESTION TO	1000080505
WIN \$50.	1000139720

**Safety Smart Question : Employees using prescribed medication that could impair them while at work must do what?**