

CONFIRMATION OF COMPLIANCE
Alcohol and Drug Requirements for Sole or Small Proprietor Contractors

I _____ confirm that I have read and understand these Alcohol and Drug Requirements, and agree to be in full compliance when reporting for and performing work for AltaLink. Key definitions are appended to this document.

1. The following must be complied with at all times when I am on AltaLink business, premises, and worksites, and at all times in conjunction with motor vehicle operation:

Illicit Drugs and Mood Altering Substances: The following are prohibited:

- the use, possession, distribution, offering or sale of illicit drugs or other mood altering substances and drug paraphernalia;
- reporting to work or being at work while under the influence of illicit drugs or other mood altering substances; and
- a positive drug test as determined through the testing program.

I understand that for purposes of this Standard, cannabis used in any form, including for recreational or medicinal purposes, is considered a mood altering substance and these work rules apply.

Alcohol: The following are prohibited:

- the consumption, possession, distribution, offering or sale of beverage alcohol;
- reporting for work or remaining at work under the influence of alcohol from any source;
- consumption of any product containing alcohol (including beverage alcohol) when on duty, including during meals or breaks; and
- an alcohol test result of .02 BAC as determined through the testing program.

Medications: I am required to use medications responsibly, and to manage potential impairment during working hours due to the use of medications by advising my personal physician or pharmacist of the specific requirements of my job. If there is a concern about safe operation, I am required to notify AltaLink management of any medication use that may affect my ability to work and follow their direction regarding work assignments. The following are prohibited:

- being unfit-for-work due to the use of a medication;
- the intentional misuse of medications (e.g. using the medication not as it has been prescribed or directed by the pharmacy or on the packaging, using someone else's prescription medication, combining medication and alcohol use against direction);
- the possession of prescribed medications without a legally obtained prescription; and
- the distribution, offering or sale of prescription medications (which is trafficking).

2. I understand I am expected to access assistance through my personal physician or appropriate community services for help with problems that may be affecting safe work performance, including a problem related to alcohol and drug use. Should discipline or testing be warranted, I understand it cannot be avoided by a request for assistance with a problem or by disclosure I am involved in a treatment program after the fact.



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3. I am subject to alcohol and drug testing which will be conducted under the following circumstances, and will report immediately for a test when directed. The procedures for testing are appended to this document.
 - when management has reasonable cause to believe I am on duty under the influence of alcohol or drugs in violation of these requirements; and
 - after a serious work-related incident that meets Class 2 if management concludes my acts, omissions or decisions could have been a contributing cause.
4. If I have a confirmed positive test, refuse to be tested, fail to complete the testing process (including tampering with a sample), or violate any of the prohibitions, the consequence may be termination of my contract with AltaLink.
5. I understand that the Company reserves the right to conduct investigations when there are reasonable grounds to believe that alcohol, illicit drugs or other banned substances or products are present on Company premises and worksites. If I refuse to submit to an investigation requested by management, I will be removed from the premises.
6. If I lose my driver's license for any reason and need it as a condition of contract, I must inform management immediately. I must also advise management immediately if I have been charged with an impaired driving offence or had my license temporarily suspended under provincial legislation when operating a vehicle in the course of work for AltaLink. Failure to report the charge or suspension is a violation of this standard.
7. I understand I am expected to participate in any investigation into a possible violation of this standard, and that the consequence for a violation may be termination of my contract. If my assignment/contract is continued, I will be required to comply with any post violation conditions.

Signature

Date



APPENDIX I: DEFINITIONS

AltaLink Business refers to all business or work related activities undertaken by contract workers in the course of the company's operations, whether conducted on or off AltaLink premises.

AltaLink Premises includes all real property, which includes but is not necessarily restricted to, all land, buildings, facilities, parking lots or garages, equipment, containers, mobile equipment and vehicles, whether owned, leased, used or otherwise directly controlled by AltaLink for the purpose of conducting AltaLink business, wherever it may be located.

AltaLink Worksite includes any site or location where a worker has been assigned to work, including customer owned or controlled premises.

AltaLink Representative refers to the person accountable for a particular facility, project, department or area including managers, project managers, and others in supervisory positions who direct others.

Class 2 Incident refers to a classification of an incident that had a significant potential impact, or was a direct impact on an employee or contractor. This includes, but is not limited to, Medical Aid, Lost Time, Restricted Work, Significant Near Miss, Vehicle or Equipment Damage or above.

Contract Company refers to any person or entity, including their employees and representatives, which have been contracted, sub-contracted, or otherwise engaged to provide services to AltaLink.

Contractor's employees and representatives means those employees, agents, contractors and sub-contractors and their respective employees, agents, contractors and sub-contractors of the contractor which have been assigned by the contract company to perform on-site work.

Drug means any substance, including alcohol, illicit drugs, medications, and mood altering substances, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this standard, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively.

- Alcohol refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.
- 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 cocaine and crystal methamphetamine).
- Medication refers to a drug obtained legally, either over-the-counter or through a legal prescription or authorization.
- 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, solvents, inhalants and other similar products).



Drug paraphernalia refers to 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.

Driving on behalf of AltaLink refers to any time a contractor is operating a vehicle owned, leased or otherwise directly controlled by AltaLink, or when driving their own vehicle on company business and use of that vehicle is in some way compensated by AltaLink.

Fitness for work/duty means a state of physical and mental fitness that allows an individual to perform their duties safely and effectively. In addition, there should be no associated limitations due to the use or after-effects of alcohol, illicit drugs, medications, or other substances.

Refusal to Test would include:

- failure of an individual to report directly for a test, refusal to submit to a test;
- failure to provide a valid specimen absent a documented medical condition;
- a confirmed attempt to tamper with a test sample;
- refusal to agree to disclosure of a test result to AltaLink's Contractor Program Administrator;
- an attempt 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 a medical facility if testing is delayed for medical reasons;
- failure or refusal to attend a medical evaluation where required under this document; or
- any attempt to disrupt the testing process.

Safety-sensitive Work Locations include those parts of the operations where there are significant operating hazards such that anyone working at the location who is under the influence of alcohol or other drugs could affect the health, safety or security of themselves, other persons, property or the environment.



APPENDIX II: ALCOHOL AND DRUG TESTING PROCEDURES

Sample collection, testing and reporting of results must be conducted consistent with standards established by the U.S. Department of Health and Human Services (DHHS) and accepted in Canada, in order to ensure the accuracy and integrity of results. Rigorous sample collection, storage and chain-of-custody procedures must be followed. Any contractor conducting their own testing in compliance with this Standard must ensure the procedures noted below are followed, and that they have contracted with qualified professionals to provide these services. AltaLink reserves the right to audit a contractor's testing program to confirm these standards are being met.

Standards for testing include the following:

- Testing will be conducted in those circumstances outlined under AltaLink's Alcohol and Drug Requirements for Contractors to determine the presence of the following drug classes: cannabinoids, amphetamine/methamphetamine, cocaine, opiates, phencyclidine and alcohol. The testing program will cover alcohol and the specified drug classes only; however, if AltaLink concludes there is justification to include additional drugs in this list, contractors will be advised of the change. Any contractor who wishes to test for other substances at this time must do so under their own Policy.
- Alcohol tests must be administered by a calibrated breathalyzer from the U.S. Government Conforming Products List with a printout of test results. Only in those situations when a breath analyzer is not readily available will alcohol testing be done by oral fluid collection for analysis in the laboratory, with the appropriate calculations for Blood Alcohol Concentration equivalency.
- All drug tests must be administered using split sample urine collection for analysis in the laboratory. A "point of collection" (quick test) urine drug screening test can be administered for reasonable cause and post incident testing situations only, provided appropriate adulterant checks are used and any result that is not negative is forwarded to a laboratory for confirmation analysis. Should a contractor want to do testing using oral fluid technology, the list of drugs and cut-off levels must be discussed with the AltaLink Contractor A&D Program Administrator in advance. Point of collection oral fluid testing is not acceptable; all testing must be done through a certified laboratory.
- Collection of urine specimens and administration of alcohol tests must be performed by trained collection agents. In post incident and reasonable cause testing situations, samples will be collected as soon as possible after the triggering incident but collection attempts will end eight (8) hours after the incident for an alcohol test, and thirty-two (32) hours after the incident for a drug test. Any reason for delay beyond two hours must be documented and provided to the AltaLink representative.
- All individuals who are tested are required to sign a form to acknowledge the accuracy of the employee and employer information and authenticity of the specimen(s). They will be given a copy of the Drug Testing Custody and Control Form and the Breath Alcohol Testing Form for their records.
- Urine samples must be analyzed by a fully qualified laboratory accredited by the U.S. Department of Health and Human Services (DHHS) using a two-step process with initial screening by immunoassay and all confirmations being performed by gas chromatography/mass spectrometry (GC/MS). If a point of collection screening device is used, any non-negative result must be forwarded to a DHHS certified laboratory for confirmation analysis.



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- If the urine specimen is determined to be negative and diluted (urine specimen with a creatinine level of less than 20 g/dl and a specific gravity of 1.003 or less) the donor will be required to retest (provide a new specimen) with minimum possible advance notice.
- Confirmed positive test results must be reviewed by a qualified Medical Review Officer who is independent of the laboratory and who will discuss the result with the individual in an effort to determine whether a positive test could have resulted from the legitimate use of medications or other medical explanations. The individual concerned must be given an opportunity to explain the finding to the Medical Review Officer who will then determine whether the result will be reported to the company as a negative or a verified positive or a tampered or substituted result. The donor should be allowed to request their split sample be tested by an accredited lab within 72 hours.
- For the purpose of this standard, a positive alcohol test will be one in which the blood alcohol concentration is at or above .02 BAC.
- A positive drug 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.
- Any positive test result will be considered a violation of this Standard whether or not the drugs or alcoholic beverage were actually consumed on AltaLink premises. Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the AltaLink Contractor Program Administrator when using AltaLink’s testing system, or a confirmed attempt to tamper with a test sample are violations of the standard.

Drug	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Cannabis	50	15
Cocaine	150	100
Opioids	2,000	
Morphine		2,000
Codeine		2,000
Oxycodone/ Oxymorphone	100	100
Hydrocodone/ Hydromorphone	300	100
6-acetylmorphine	10	10
Phencyclidine (PCP)	25	25
Amphetamines	500	250
Methamphetamine		250
MDMA	500	250
MDA		250

*A ng/ml means nanograms per milliliter. A nanogram is one billionth of a gram. A milliliter is one thousandth of a litre.

