

1. REVISION HISTORY

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3. PURPOSE

AltaLink is committed to the protection of the health and safety of workers, the environment, and the public. We recognize the use of illicit drugs and other mood altering substances, and the inappropriate use of alcohol and medications can adversely affect job performance, productivity, the work environment and the well-being of AltaLink personnel and contractors working on our behalf. It can also place the integrity and safety of company property and operations at risk.

This document sets out AltaLink's expectations associated with alcohol and other drug use and possession, which have been established for all contractors that AltaLink has engaged.

4. RESPONSIBILITIES

Contract Companies

- must advise their representatives of the expectations set out in this standard and
- must ensure their representatives remain free from any adverse performance effects of alcohol or other drugs in compliance with the standards below at all times when on AltaLink business; whether on or off of AltaLink premises and worksites, and at all times when on AltaLink premises and worksites, including when operating vehicles and equipment in conjunction with work.

Contractors are required to have their own Alcohol and Drug Policy that meets or exceeds these requirements. .

All contractors/contract workers assigned to AltaLink work are expected to:

- be aware of AltaLink's standard and the consequences for a violation;
- report fit for duty, and remain fit throughout their work day or shift;
- adhere to the fitness for duty standards that have been set out below;
- maintain a valid drivers license if it is a condition of work and report any loss or restriction to their license immediately;
- conduct themselves in an appropriate manner while on AltaLink business, premises, and worksites;
- advise their company or an AltaLink representative if any individual performing work or who is on an AltaLink premise or worksite may be in violation of this standard; and
- co-operate with an investigation into a standard violation including any testing requirements.

If unexpected circumstances arise where a contract worker is requested to perform services while under the influence of alcohol or other drugs, or is in a condition that could impact safe operations, it is the responsibility of that individual to inform the contractor or an AltaLink representative that he or she cannot accept that assignment.

5. STANDARD

5.1. Expectations

5.1.1. Illicit Drugs and Mood Altering Substances

The following are prohibited at any time during the work day or shift while on AltaLink business, premises and worksites:

- using, possessing, distributing, offering, or selling illicit drugs or other mood altering substances, and related paraphernalia;

- reporting for work or remaining at work under the influence of illicit drugs or other mood altering substances; and
- having a positive drug test as determined through the testing program.

Note: 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

5.1.2. Alcohol

The following are prohibited while on AltaLink business, premises and worksites, including at any time during the work day or shift:

- using, possessing, distributing, offering or selling of beverage alcohol;
- reporting for work or remaining at work under the influence of alcohol from any source;
- consuming any product containing alcohol during the work day or shift, including during meals or other breaks; and
- having an alcohol test result of 0.02 BAC or greater.

5.1.3. Medications

Contract workers are required to responsibly use all medications including those that are prescribed and over-the-counter medications. Medications of concern are those that inhibit or may inhibit an individual's ability to perform their job safely and productively. They are expected to investigate (through their doctor or pharmacist) whether a medication can affect safe operation by explaining their job functions. They are also required to take appropriate steps to minimize associated risk by using a safe alternative medication choice when available, or if there is no alternative, they are required to notify the contract company or an AltaLink representative of any need for modified work if the medication they are using will affect their ability to work safely.

The following are prohibited while on AltaLink business, premises and worksites:

- being unfit for work due to the use of a medication;
- intentionally misusing medications (e.g., using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction);
- using or possessing prescribed medications without a legally obtained prescription;
- distributing or offering for sale prescription medications (which is trafficking); and
- using cannabis for medical purposes is not permitted in conjunction with AltaLink work or at any time on AltaLink premise and worksites.

5.2. Investigations/Testing Requirements

5.2.1. Unfit for Work Investigation: Contractor's Employee or Representative

If AltaLink or the contract company has any reason to believe any contractor is on duty in an unfit condition, or otherwise in contravention of the basic intent and provisions of these requirements:

- the individual will be escorted to a safe place.
- the contract company will be expected to investigate the situation and AltaLink may participate at their choice.

- the contract company may conduct a reasonable cause test if they deem appropriate or if directed by an AltaLink representative.
- the contract company must satisfy AltaLink that there was not a breach of this standard.
- if the contractor confirms that a breach has occurred, they are required to appropriately address the situation to ensure none of their workers are in violation of AltaLink's standard.

5.2.2. Unfit for Work Investigation – Single or Small Proprietors:

If the contract worker is a sole provider or small independent contractor, the individual will be removed from the immediate worksite and an AltaLink representative will undertake an appropriate investigation, which will follow parallel procedures as for employees. As a part of the investigation process, AltaLink reserves the right to request an alcohol and drug test at their discretion.

5.2.3. Incident Investigations:

Contractors are required to conduct alcohol and drug testing as part of an investigation into a serious work-related incident (Class 2) on any individual(s) whose actions or omissions contributed to the incident.

A decision on testing must be made as soon as possible and within two hours of the incident. Should there be a delay in collecting a sample because medical attention is required, contract workers to be tested must be advised to provide notification of their release, and must not consume alcohol, cannabis, 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.

5.2.4. Pre-Site Access Testing

Alcohol and drug testing, conducted in accordance with the procedures attached in Appendix I, will normally be required to perform work at a safety-sensitive work location or perform safety-sensitive work. These work locations include, but are not limited to substations, stand-alone telecommunication sites, transmission lines, transmission right of ways, HVDC facilities, warehouses, etc. . Failure to pass the test or refusal to participate will indicate the contract worker is unqualified for the assignment.

5.2.5. Access to Testing Services

Minimum standards for the testing program are provided in Appendix II. Any required testing may be through the contractor's program provided it meets the standards set out in this document.

5.2.6. Impaired Driving

All contractors that operate a motor vehicle on behalf of AltaLink are required to maintain a valid drivers license. Any loss of license must be reported to AltaLink immediately, and the individual will no longer be qualified to drive on behalf of AltaLink. In addition, they are required to immediately report receipt of an impaired driving charge, or an administrative license sanction to their company if it is received while operating a vehicle on behalf of AltaLink, and to comply with all investigation procedures and consequences.

5.2.7. Possession of Banned Substances / Devices

AltaLink reserves the right to conduct investigations when there are reasonable grounds to believe that banned substances or devices/products including drug paraphernalia as defined in this document are present on AltaLink premises or worksites. Any contract worker in this situation will be removed from site and an investigation will be initiated. Any contract worker who refuses to submit to a search requested by an AltaLink representative will be removed from the premises or worksite.

6. CONSEQUENCES OF A VIOLATION

AltaLink reserves the right to refuse access to, or to immediately remove from, an AltaLink worksite any employee or representative of a contractor where that employee or representative, in the sole opinion of AltaLink, is not fit for work or may in any way present a risk to the safety of any person or property at the AltaLink worksite. The refusal to test, a positive alcohol or drug test result, or the failure by an employee or representative of a contractor to otherwise comply with the AltaLink standard will result in the individual being immediately banned from all AltaLink worksites and the applicable AltaLink representative must be promptly notified in writing by the contractor.

Failure of contractors, their employees or representatives to comply with AltaLink's standard will be considered a breach of the applicable agreement for services (e.g. General Service Agreement, Materials Supply Agreement, Professional Services Agreement, Purchase Order) and may result in AltaLink exercising its rights under such agreement, which may include suspension or termination of the agreement.

7. RESERVATION OF RIGHTS

AltaLink reserves the right to enforce, change or amend the requirements within this document, at any time. AltaLink reserves the right to audit a contractor's program to ensure compliance.

8. 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.

Single or Small Proprietors in the context of this standard means a company that has a total of 1 to 5 employees.

9. RELATED DOCUMENTS

Document Number	Title
ALS-2026F1	Contractor Site Access Compliance Form

10. APPENDIX 1: PRE-SITE ACCESS TESTING REQUIREMENTS

10.1. Contractors Requiring Pre-Site Access Testing

- All unescorted contract workers who work at a safety-sensitive work location as designated by AltaLink are subject to the requirements with the exceptions below; and
- All unescorted contractors who are returning to the assignment or site after an absence of 90 days or more.
- Contract companies are required to submit to AltaLink in the ComplyWorks software each year the Contractor Site Access Compliance Form which outlines their employees who are AltaLink Safety Certified and are in compliance with this standard.
- Sub-contractor companies are required to submit the form to their hiring contractor that can be submitted into the ComplyWorks software.
- The test must be completed and results known before deployment to AltaLink premises and within the last 90 days unless the individual qualifies for an exception.

10.1.1. Exceptions

Contractors who can verify, with documentation, that a negative alcohol and drug test consistent with AltaLink's testing requirements and procedures has been conducted within the last ninety (90) days and have not had a non-compliant test result within that timeframe.

Contractors who have previously completed a negative alcohol and drug test consistent with AltaLink's testing procedures, and have remained in continuous employment with the current contract company since the date of that test, and have not had a non-compliant test result in that time. Continuous employment means without termination of employment or lay-off for a period of 90 days or more.

Contractors will not be required to be tested if present on an AltaLink safety-sensitive work location for temporary, short term, day by day access. This would include but is not limited to vendor representatives, visitors, or government agents that may from time to time access AltaLink premises for training sessions, visits, tours, inspections or deliveries. These individuals must be escorted at all times while on AltaLink premises.

10.1.2. Testing Requirements

A drug test must be administered in compliance with the testing standards set out in the AltaLink Alcohol and Drug Testing Procedures (Appendix II) using a trained collector and a laboratory that is certified by the U.S. Department of Health and Human Services (DHHS) using procedures consistent with those set out by DHHS. All samples that do not test negative must be reviewed by a Medical Review Officer who is independent of the laboratory and provides the donor with an opportunity to discuss the result.

The test must conclude that no drug was detected at levels in excess of the limits set out in AltaLink Alcohol and Drug Testing Procedures (Appendix II) of this Standard, and that no evidence of tampering with or substitution of the sample was found. A sample identified as dilute does not meet the criteria of being a passed test. An additional test would need to be completed and passed in order to meet the site access testing criteria.

It is the sole responsibility of the contract company to organize, administer, implement and pay for all activities related to the required pre-site access tests performed on its employees and representatives. The contract company must maintain sufficient records to demonstrate compliance to this standard promptly upon request by an AltaLink representative.

A positive alcohol test is one in which the blood alcohol concentration in the sample identified by the confirmation test is in excess of the limits set out in AltaLink Alcohol and Drug Testing Procedures (Appendix II) of this standard.

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 set out in the AltaLink Alcohol and Drug Testing Procedures (Appendix II) of this standard, and that no evidence of tampering or substitution of the sample was found.

11. 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.
- 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.*