



POLICY

SUBJECT: Alcohol and Controlled Substances

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Alcohol and Drug Prohibition

Consumption of alcoholic and/or controlled substances while working or on Cooperative property is prohibited during working and non-working hours. Consumption of alcoholic and/or controlled substances while on-call is prohibited during working and non-working hours.

Impairment Disclosure Requirement

If an employee is asked to report for duty, either for a scheduled shift or for unscheduled overtime, he must immediately disclose if he has consumed alcohol or ingested or been exposed to controlled substances which would impair his ability to immediately respond to work and work safely and effectively. As soon as responsibly possible thereafter, the employee which was impaired needs to report his availability to the proper dispatcher or supervisor.

Conviction Disclosure Requirement

In accordance with the federal Drug-Free Workplace Act of 1988, the employee must notify the Cooperative within five (5) calendar days if the employee is convicted of a criminal drug violation in the workplace.

Prescription Drugs

The employee is responsible for reporting impairment caused by drugs even if the employee has a valid prescription to take the drug. Employees who hold a Commercial Driver's License (CDL) and employees in the supervisory chain of CDL holders are prohibited by the US Department of Transportation (DOT) from taking certain drugs, including marijuana, even if the employee has a valid prescription for the drug. If an employee fails a drug test due to marijuana, that employee will be subject to appropriate disciplinary action in accordance with DOT regulation regardless of whether the employee has a valid prescription for the marijuana.

Self-Referral

The Cooperative encourages self-referral for employees who are struggling with drug or alcohol issues. The Cooperative requires a confidential Employee Assistance Program (EAP), which can assist an employee in need of counseling and treatment. Being in a treatment program does not excuse an employee from their obligation to disclose impairment to the Cooperative. Appropriate disclosure by an impaired employee will have a favorable impact on that employee's status with respect to appropriate disciplinary actions or Return To Work agreements.

Drug and Alcohol Screening

All prospective employees for full-time, part-time, temporary, or any other form of employment at the Cooperative shall be subject to a pre-hire drug and alcohol screening. All employees,



regardless of whether they possess CDLs shall be subject to the following types of drug and alcohol testing:

- Random selection
- Reasonable suspicion
- Post-accident

All drug and alcohol screening shall be administered by a third party drug and alcohol screening company selected and hired by the Cooperative. The quantity and type of tests to be performed on all employees by the third party drug and alcohol screening company shall be in accordance with DOT regulations governing CDL drivers, regardless of whether the employee being tested is a CDL driver or not.

Zero Tolerance for a Failed Drug & Alcohol Test by a Prospective Employee

The Cooperative has zero tolerance for any failed drug or alcohol test by any prospective employee. Prospective employees who fail a drug or alcohol test shall not be permitted to work at the Cooperative.

Second Chance for a Failed Drug & Alcohol Test by an Active Employee

The Cooperative may, at the discretion of Cooperative's General Manager, Board President, and Cooperative's attorney, offer a second chance to an active employee who has failed a drug or alcohol screening, depending on the nature and circumstances of the failed drug or alcohol screening. The following is a partial list of factors that may be considered by Cooperative management in determining whether a second chance will be offered to an employee who has failed a drug or alcohol test and is provided for illustration only:

- Did the employee willfully place the health and safety of other employees, members, or the public in jeopardy?
- Did the employee operate Cooperative vehicles or equipment while under the influence of drugs or alcohol?
- Did the employee take drugs or alcohol on Cooperative property or while on the clock for the Cooperative?

If an employee is given a second chance, the employee may, at the sole discretion of Cooperative management, be required to participate in appropriate treatment or counseling, show proof of participation in appropriate treatment or counseling, submit to additional scheduled drug and/or alcohol screenings, and work in a different position and at a different pay rate than his normal position, until Cooperative management determines, at their sole discretion, that the employee is ready to return to a normal status.

Return to Work Agreements

The Cooperative may require an employee who has self-referred or who has failed a drug or alcohol test to execute a Return To Work agreement.

If an employee, prior to being subjected to disciplinary action, or where disciplinary action has been held in abeyance during the pendency of treatment -- engages in appropriate treatment, he or she may be required to execute a Return To Work Agreement prior to returning to work.



Such Return To Work Agreement will include:

- verification of the employee’s participation in a treatment program,
- the employee’s commitment to maintain the prescribed regimen for continued wellness and aftercare
- authorization by the employee to appropriate Cooperative representatives to discuss compliance with the foregoing requirements, but limited to a need-to-know basis and maintaining privacy particularly with respect to medical records,
- the employee’s commitment to adhere to the Cooperative’s policies and requirements of the DCEC Employment Manual,
- the employee’s authorization to conduct additional drug or alcohol testing if appropriate, and
- an acknowledgement that a violation of the Return To Work Agreement will result in immediate termination.

Use of Paid Time Off (PTO) for Treatment of Drug or Alcohol Related Issues

Active employees of the Cooperative are permitted to use their PTO, including sick time, personal time, and vacation time for the purpose of participating in drug or alcohol treatment programs, subject to the limitation of other Cooperative policies and applicable collective bargaining agreements.

Education

A goal of this policy is to assist employees to proactively manage their own relationships with drugs and alcohol. Doing so can reduce health and safety risks and promote healthy productive employees of the Cooperative. The Cooperative shall provide information to all active employees about this policy, the Cooperative’s drug and alcohol testing program, and resources available to assist employees with drug or alcohol related issues. This information shall be provided at least annually.

PROCEDURE: Offender subject to disciplinary action up to and including termination.

RESPONSIBILITY: General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors	Aug 26, 1986
Reviewed by Board of Directors	Apr 24, 1990
Renumbered, was No. 91	Apr 25, 1990
Revised by Board of Directors	Jan 26, 2010
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Revised by Board of Directors	Apr 26, 2016
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