



## **Human Resource Manual Alcohol and Drug Policy**

**Effective Date: May 1, 2012**

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### **PURPOSE**

Veresen Inc. recognizes the importance of providing a workplace that is healthy and safe for all of its employees and contractors. Veresen Inc. is committed to protecting the health and safety of all individuals affected by our activities, as well as the communities in which we live and operate. We recognize that the use of alcohol and drugs can adversely affect job performance, the work environment and the safety of our employees, contractors and the general public.

### **SCOPE**

This policy applies to ALL employees and contractors of Veresen Inc. and/or its affiliates and any other businesses managed by Veresen Inc. and/or its affiliates.

### **POLICY STATEMENT**

This policy applies to all employees and contractors when they are engaged in company business, working on or off company premises, and when driving company vehicles. All contractors are expected to develop and enforce alcohol and drug policies and practices that are consistent with this policy.

To avoid the risk of unsafe and unsatisfactory performance due to the use of alcohol or other drugs, all employees and contract workers are expected to comply with the following requirements, and to report and remain fit for duty throughout their workday or shift, and while on scheduled on call status. The following requirements have been identified for any activity undertaken while conducting Veresen business, on its premises or worksites or while operating a company vehicle or equipment:

1. No employee or contractor shall distribute, possess, consume, use, or be under the influence of alcohol or a controlled drug or substance on any worksite occupied by Veresen or in any company vehicle or equipment. For greater certainty, and without in any way limiting the preceding sentence, marijuana including medical marijuana is a controlled substance.
  2. No employee or contractor shall report to work or be at work under the influence of alcohol or any drug or substance that may or will affect his/her ability to work safely.
  3. No employee or contractor shall misuse prescription or non-prescription medication while at work. All employees must report to their supervisor any medication that may affect their ability to safely perform their job.
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4. Subject at all times to the prohibition against drinking and driving, the use of alcohol at Veresen approved meetings, with business meals, entertainment, or in an appropriate social setting is not prohibited by this policy. However, employees and contractors are expected to govern themselves in a professionally appropriate manner. Fitness for duty standards require that an employee be capable of performing work functions in a safe and efficient manner.
5. Employees or contractors at company social functions, or representing Veresen at other business/social functions where alcohol is served, are expected to act responsibly.

Veresen Inc. provides prevention, assessment, treatment and aftercare support and resources for employees who suspect they have a substance dependency or an emerging alcohol or drug problem. Employees concerned about or experiencing alcohol and drug problems are encouraged to seek assistance from the employer's Employee and Family Assistance Program (EFAP), Human Resources, their personal physician or appropriate community service before job performance is affected or violations occur.

Disciplinary action up to and including termination will be taken for violations of this policy and its related practices.

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