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Attachments

Attachment A   Alcohol and Drug Testing Information
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1. **Purpose**

To ensure a safe, healthy, and productive work environment, to protect GHD and client premises and assets, and to ensure efficient and safe operations, GHD shall have and enforce a written policy with respect to use of drugs, alcohol and contraband that complies with the federal and provincial laws in which GHD employees perform services. GHD Project Managers shall work with the People Team and HSE Team to coordinate the testing contemplated herein.

2. **Scope**

This SOP applies to GHD Ltd and GHD Contractors Ltd. employees, subcontractors, and clients on GHD client premises. All GHD employees may be subject to any additional lawful specific client-related drug and alcohol testing that arises in relation to work performed for that given client.

3. **Regulatory Background**

GHD values its employees' contributions to its business and endeavors to respect its employees' right to privacy while balancing this right with the *bona fide* requirements of the position in order to meet the needs of the client and its employees' right to a safe workplace. The GHD Canadian Non-DOT, Drug, Alcohol and Contraband SOP and its enforcement will comply with all requirements under the Provincial Human Rights Legislation and all other applicable legislation.

4. **Definitions**

A. **Alcohol** – Means beer, wine and distilled spirits and also expressly includes the intoxicating agent found in some medicines (e.g., cough medicine) or other products (e.g. mouthwash, liqueur chocolates, etc.).

B. **Safety-Sensitive Employee** – All GHD employees (i) that are employed or will be employed in a position with a high potential exposure to catastrophic operational incidents, or (ii) with access to client or subcontractor operations and/or property in which failure, mistake, or error could result in serious harm to the public, other employees, other site/project personnel and/or extensive damage to property or the environment (hereafter referred to as Employees).

C. **Premises** – Includes facilities, buildings, vehicles (including, but not limited to, employees vehicles during work time or while involved in GHD- sponsored activities or when performing any service for the GHD), products, or equipment, either owned or controlled by GHD or its clients.

D. **Drug** – Means (1) any controlled substance (as defined in the Controlled Drugs and Substances Act, the Criminal Code of Canada, or any other applicable legislation or
regulation) that cannot be legally obtained, or (2) prescribed drugs for which either the prescription is no longer valid, or the use is inconsistent with the prescription.

E. **Fitness for Duty or Fit for Duty** – Means the ability to perform assigned duties in a safe and acceptable manner, without any limitations due to the use or after-effects of Alcohol or Drugs.

F. **Reasonable Cause** – A belief, based on objective and articulable facts, sufficient to lead a supervisor, acting reasonably, to suspect use of Drugs or Alcohol, including, but not limited to, instances where Alcohol, Drugs or Drug paraphernalia have been detected on a GHD or client-owned or controlled premises in a location that may be associated with a specific employee, or where there is an observation of slurred speech, scent of Drugs or Alcohol, watery or bloodshot eyes, difficulty with balance or recitation, or other signs of incapacity.

G. **Under the Influence** – (1) A positive result for the presence of Drugs or Alcohol or metabolites of same in bodily fluids established by testing pursuant to the GHD Drug, Alcohol and Contraband Policy, another commonly accepted method, or as mandated by law, or (2) the presence of drugs or alcohol that affects an individual in any detectable manner, including, but not limited to, the following symptoms of incapacity: slurred speech, or difficulty in maintaining balance or recitation.

H. **US Safety-Sensitive GHD Employees** – US GHD employees that are performing field work in Canada for a given project. For the purposes of this program, US GHD employees are considered Safety-Sensitive Employees and, as such, are subject to the standards under this policy when performing field work in Canada.

5. **Program Elements**

5.1 **Prohibitions**

All employees must remain Fit for Duty while at work and on GHD, subcontractor, or client property. Employees are prohibited from the following:

A. Use, possession, sale, manufacturing, distribution, concealment, transport, or being under the influence, of any of the following items:
   i) Drugs or Alcohol; or
   ii) Drug equipment or paraphernalia.

B. Possession or use of prescription drugs or over-the-counter medication that may cause a safety risk due to impairment, except when all of the following conditions have been met:
   i) The prescription drugs have been prescribed by a licensed physician for the person in possession of the drugs;
   ii) The prescription is not expired and was filled by a licensed pharmacist for the person in possession of the drugs; and
   iii) The individual notifies his/her supervisor in advance that he/she will be in possession of, or using, prescription drugs or over-the-counter medication that may pose a safety risk
and appropriate steps are taken to accommodate the use as needed (and this accommodation is not an undue hardship to GHD). Such accommodations if not an undue hardship, may include but not be limited to, removal of the employee from work for the period of possible impairment, or reassignment of employee's duties.

C. Being Under the Influence of Drugs or Alcohol while performing any work for GHD or its clients.

D. Substituting or adulterating any urine, blood, or other sample used for testing.

E. Performing work for GHD or clients when an individual has tested positive or refused testing in any employment-related test. An employee is deemed to have refused to take a test if he/she fails to report to the designated laboratory with the presentation of the authorization of treatment and billing form no later than 1 hour from the time of the request or the end of the shift, whichever is later. Under extenuating circumstances, GHD management, in its discretion, may extend the time within which employee must report.

5.2 Prescription Drugs and Over the Counter Medication

Any GHD Safety-Sensitive Employee taking prescription drugs or over-the-counter medication should notify their supervisor if the employee or his/her doctor believes that the taking of any such medication may pose a safety risk to the employee or to others. Failure to report medications that pose a safety risk may result in disciplinary action.

5.3 Searches and Inspections

If GHD has reasonable grounds to suspect drug use/possession/theft, then employer must ask employee for permission if seeking to search employee’s body/person or personal belongings, such as car, gym bag, of briefcase.

Notably, the employee does not have to agree/consent/permit the inspection, but GHD would then be free to draw conclusions based upon employee’s withholding of consent/permission.

Any search of employee’s person should be done by a GHD representative of the same gender (and should also have a second witness present to observe).

If GHD suspects criminal behavior, GHD will contact the police and delay any searches until police can arrive and conduct the search.

5.4 Testing

The specific substance and screening levels relied upon by GHD are defined in Attachment ‘A’, which testing protocols satisfy the requirements of an array of clients. GHD reserves the right to modify the specific substances and screening levels at its own discretion in the future.

Any employee testing positive or refusing to submit to a Drug and/or Alcohol test, as set out below, shall be ineligible to work until the issue is resolved with the assistance of the People Team.
Drug and Alcohol testing will comply with recognized industry standards such as the Enform Alcohol and Drug Policy Model or the COAA Model for Providing a Safe Workplace. Drug testing will include both screening and confirmation tests also consistent with these industry standards.

5.5 Testing Program

Requirements

GHD will perform Drug and/or Alcohol testing where there is a bona fide occupational requirement to do so. Employees performing safety sensitive job tasks and/or working at a site designated as requiring Site Access testing will be tested for the use of Drugs and/or Alcohol. An employee’s refusal to take a required Drug or Alcohol test as indicated by this policy and/or a client’s policy, shall immediately result in that employee’s removal from GHD, its client’s, or its subcontractor’s Property. The refusal shall be communicated by the employee’s supervisor to the People Team. The refusing employee shall not return to the worksite without the clearance of the People Team.

Testing may include the following:

A. Pre-Access Testing - All employees assigned to work at a client's site may be subject to client pre-access testing that may mandate that the employee successfully pass a Drug and/or Alcohol test within a specific time period preceding the employee’s first access to the client. Master Service Agreements with GHD clients state that such tests must be conducted anywhere from 60 days to 6 months or up to 12 months prior to commencement on the project. It is the responsibility of the Project Manager to determine the requirements of the project and to ensure that all staff meets drug testing requirements.

B. Post-Incident Testing - GHD immediately conducts a preliminary investigation in respect of the circumstances surrounding all injuries, car accidents, and property damage as part of the Company’s incident management system. Drug and Alcohol testing of GHD employees may be required within 4 hours of the incident under the following circumstances when the preliminary investigation indicates appropriate procedures, precautions, work setup, or judgment were not employed:

i) In case of serious incident causing injury to self and/or another person, which injury required professional medical treatment beyond first aid administered at the work site;

ii) Depending on the circumstances and/or client requirements, a motor vehicle accident, whether or not there was significant damage to personal or private property; or

iii) In cases of near misses or less serious incidents if they are considered to have potential for more serious consequences.

GHD will meet specific client requirements for post-incident testing, except that all Drug and Alcohol testing must meet the standards required by applicable law. The Project Manager and the employee’s supervisor shall work with the People Team and HSE Team to coordinate post-incident testing. An individual removed from the worksite for testing will be allowed to return to work on GHD and/or client Property once GHD has conducted Drug and/or Alcohol testing, provided that GHD confirms of the following information: 1) the test identification number; 2) the test date and time; 3) the last 3 digits of the employees’ Social Insurance
(SIN) number; and 4) negative test result. The written certification shall also include consent signed by the employee permitting disclosure of the test result to the client.

C. **Random Testing** - GHD conducts Drug and Alcohol testing at unannounced, random times. This random testing consists of GHD safety-sensitive employees employed in field operations and/or those required to participate in a Medical Surveillance Program at an annual testing rate of 25 percent, reasonably spread throughout the year. Employees are chosen through an unbiased selection process by GHD’s Third Party Administrator, Workplace Medical. Upon notification of a random drug test, the employee must report to the collection facility no later than 1 hour following the request or the end of the shift, whichever is later. Failure to report to the collection site, refusal to test, or adulterating a specimen is considered the same as a positive test and the employee shall be ineligible to work in the field until the matter is resolved with the assistance of the People Team.

Safety-sensitive employees may be subject to random alcohol testing as described in this section.

D. **Reasonable Cause Testing** - If GHD and/or a client or subcontractor (on behalf of client or GHD) has Reasonable Cause that a GHD employee is Under the Influence of Drugs or Alcohol while on GHD and/or client Property or while working for the GHD, the employee shall be tested for the presence of Drugs and/or Alcohol within 4 hours of the incident. If on client Property, GHD shall remove the individual(s) from client's Property and transport the employee for immediate Drug and Alcohol testing.

E. **Mandatory Disclosure** - On certain client sites, employees shall be required to disclose present or past Alcohol or Drug dependence or abuse.

F. **Individual Targeted Testing** – If GHD employees are permitted to remain employed and to continue to provide services following a positive result related to dependency or abuse, further random or periodic testing may be required in conjunction with accommodation and support to return that employee to work. GHD will work under the guidance of a designated rehabilitation provider in determining the nature of any follow-up testing practices.

5.6 **Non-Compliance**

Any GHD employee found to be in violation of the within policy and/or a Client's policy shall be removed by GHD from the Client Property and from performing work for the Client. GHD personnel will immediately notify the Client that the individual has been disqualified from performing work for the Client and will immediately review with the Client the nature of the work previously performed by the individual. At the Client's request, GHD will inspect all work in which the individual may have participated and submit a written report to the Client that documents the inspection, any findings in respect of thereof, and the actions taken to ensure that any discovered deficiencies have been rectified.

GHD may discipline an employee that fails to comply with Section 5.1 (re: Prohibitions). Discipline may include a variety of reasonable measures, up to and including termination for cause. Determination of the appropriate disciplinary measures will depend on the facts of each case, including the nature of the violation, the employee's history of prior violations, the employee's response to prior corrective programs, and the seriousness of the violation.
Before undertaking disciplinary measures with an employee that has failed to comply with Section 5.1, GHD will take appropriate steps to determine if the employee has a disability for which GHD has a duty to accommodate according to applicable law. GHD's duty to accommodate extends up to the point at which any further accommodation would constitute an undue hardship to GHD.

GHD shall direct the employee to -- and the employee must meet with -- a Substance Abuse Expert (SAE). The SAE will complete an initial assessment of the employee and make an assessment as to the level of assistance required by the employee following the process set out in Attachment B – EAP and SAE Referral Process. The SAE will generate and deliver to the employee and GHD, a confidential written report of their recommendations.

The SAE’s initial assessment must be completed as soon as is possible, and the SAE’s report must be delivered to GHD as soon as is practicable the assessment.

In consideration of the SAE’s report, GHD will determine the appropriate disciplinary measures.

Failure by the employee to attend the assessment or follow the recommended treatment program may be cause for termination.

Where an employee who breaches Section 5.1 herein is disciplined or terminated for cause, GHD may, in addition to any other requirement, give written notice to the employee that they will not be returned to work or considered for re-employment by GHD unless the employee provides: (1) a certificate issued by a treatment program service provider certifying that the employee has successfully completed a treatment program and continues to comply with all of the requirements of the treatment program, or by a licensed physician with knowledge of substance abuse disorders certifying that the employee is able to safely perform the duties he or she will be required to perform if re-employed by GHD, and (2) a statement signed by the employee acknowledging that the employee agrees to any conditions imposed as part of a corrective treatment program and such other reasonable conditions set by the employer. GHD may terminate the employment of the employee who fails to comply with the conditions set out in such statement.

5.7 Substance Abuse Awareness

GHD will ensure that employees performing work in safety-sensitive positions have each been fully informed of the requirements of the within policy. Before commencing work on GHD and/or client Property, each employee must sign the written certification at page 12 hereof. Employees acknowledge that they were provided a copy of the within policy, have read the requirements, and agree to be bound by them. Employees must further acknowledge that he/she understands that disciplinary action, including permanent removal from a client’s premises and up to and including termination will result, if he/she violates the Policy. An employee that refuses to be bound by the within policy will not be permitted to work on client or subcontractor Property.

Employees are advised that there are local counseling centers available to provide substance and alcohol abuse counseling. Employees may contact GHD’s Employee Assistance Program (Resilience) for assistance at 1-866-644-0326 (English) and 1-888-361-4853 (French). Any information voluntarily disclosed by employees in this regard will be considered and treated as confidential.
An employee who is at work and has sought assistance or enrolled in an EAP must comply with Section 5.1. An employee with an Alcohol or Drug problem, who is not known to have violated Section 5.1, will not be disciplined for requesting help in overcoming the problem, or on account of the employee's participation in a treatment program. All employees who complete primary treatment for substance abuse or dependence should be strongly encouraged to participate in a structured aftercare program to maintain recovery.

5.8 Applicable Laws

GHD shall comply with all applicable federal and provincial Drug and Alcohol-related laws and regulations.

5.9 Confidentiality

While GHD acknowledges that Drug and/or Alcohol testing may be a requirement at certain times, GHD strives to maintain the highest level of confidentiality possible, and will not release personal information without an employee’s consent. Disclosure shall be restricted to what is necessary to address health and safety concerns, or as required by law. Only information relating to Fit for Duty status and any restrictions shall be disseminated to an affected employee’s supervisor, and shall be used for the sole purpose of determining Fitness for Duty, workplace accommodations, and/or return to work activities. Records will be maintained in such a manner that they are only accessible to designated persons.

Any personal information collected as part of testing, including physical samples, will be discarded by the testing facility according to industry standards as soon as practicable.

5.10 Site-Specific Standards

From time to time, a client may present GHD with enhanced or modified requirements regarding health and safety requirements. GHD will strive to meet those requirements where justified while complying with all applicable laws.

5.11 Auditing

A. GHD shall keep records available for inspection by the client during the period when GHD is performing work for the client and for a period of 3 years after work performed for that client has ceased.

B. Clients shall have the right, at their discretion, to perform unannounced audits of GHD’s administration of the within policy to verify that the GHD policy and its enforcement comply with these guidelines.

C. At the client's request, GHD will provide separate lists of employees who were eligible for the client's work on a date specified by the client. Upon further request, GHD will provide the client with the following information on each Drug and Alcohol test conducted for each employee identified by the client from those lists:

i) Date of and type of test (e.g., random, pre-access)
D. GHD will obtain an agreement from any consortium, laboratory, and/or Medical Review Officer (MRO) providing drug/alcohol testing services for GHD that, upon submission by clients of a list or lists of the last 3 digits of SIN, chain-of-custody ID numbers, and test dates, the following will take place:

   i) The consortium/laboratory will verify that the tests were conducted as represented.

   ii) The consortium/laboratory and/or Contractor MRO will provide a sworn statement that each of the tests identified by the client was confirmed as negative or that it/they cannot so swear.

6. Duties & Responsibilities

6.1 GHD Senior Management

Management’s role is to demonstrate support and commitment to having the safest workplace possible through leadership and by adequately funding HSE programs. Management will be responsible for the following:

   • Ensure adequate resources are provided to implement the Drug, Alcohol, and Contraband Policy.

   • Ensure employees are trained and are familiar with the policy and its requirements.

   • Endorse and sign the policy as needed.

   • Review the overall effectiveness of the Drug, Alcohol and Contraband Policy.

6.2 Supervisors and Project Managers

Supervisors and Project Managers are responsible for the following:

   • Ensure clear roles and responsibilities are defined to manage the risks associated with Drug and Alcohol use.

   • Be able to recognize impairment in the workplace as well as how to deal with an impairment situation.

   • Compliance with the GHD Drug, Alcohol and Contraband policy.

6.3 Employees

Employees are responsible for the following:

   • Understanding their role as it relates to this Drug, Alcohol and Contraband policy.

   • Complying with the Drug, Alcohol and Contraband
7. Training

7.1 Supervisors and Project Managers

Supervisors and Project Managers will be trained to recognize impairment in the workplace, and how to handle such situations. This includes, but is not limited to, recognizing the signs and symptoms of impairment and the procedures to follow when an employee is suspected of being impaired, suspected of having a substance abuse problem, or suspected of carrying contraband.

If the supervisor or manager has reasonable grounds to believe that an employee is or may be unable to work in a safe manner because of the use of Alcohol or Drugs, then the supervisor must request that the employee submit to Alcohol and Drug testing as detailed in Section 5.5 (Reasonable Cause Testing). In the event that the next level of management above this supervisor or manager is present at the company worksite, they must also be included in the decision.

A supervisor or manager of an employee must provide to the employee the reason for the request for testing.

8. Procedure Evaluation and Document Control

The GHD Drug, Alcohol and Contraband Policy is endorsed by senior management and the North American Executive Committee (NAEC). The policy will be signed by GHD senior management.

This policy will also be reviewed periodically by the Canadian HSE Manager and People Team to ensure its efficacy.
9. **Documentation**

GHD employees requiring Drug & Alcohol testing as a result of being in a safety-sensitive role or based on client requirements are required to return the signed Acknowledgment of Receipt of the GHD Drug, Alcohol and Contraband Policy (following) to their People Team Manager.

**ACKNOWLEDGMENT OF RECEIPT OF GHD DRUG, ALCOHOL AND CONTRABAND POLICY**

I hereby acknowledge that I have been provided a copy of GHD's Drug, Alcohol and Contraband policy. I have read the requirements and agree to be bound by them. I understand that disciplinary action, up to and including termination will result, if I violate this Policy.

I hereby give my consent and authorization for Drug and Alcohol testing and disclosure to clients of GHD of Alcohol and Drug test results and related information.

I hereby consent to disclosure by **GHD** and its agents, including, but not limited to, any collecting and testing agencies, of the test results identified above and any related information to clients of **GHD** and its authorized agents, assigns, or representatives on an as-needed basis.

________________________________________  ____________________________
Employee Signature                        Date

________________________________________  ____________________________
Employee Printed Name                      Last 3 digits of Social Insurance Number

RETURN SIGNED FORMS TO YOUR PEOPLE TEAM MANAGER
Attachments
Attachment A  Alcohol and Drug Testing Information

Collection Facility

<table>
<thead>
<tr>
<th>Change depending on location</th>
<th>Name</th>
<th>Workplace Medical Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td>130 Wilson Street Hamilton, Ontario L8R 1E2</td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
<td>800-263-9340</td>
</tr>
<tr>
<td>Contact Person</td>
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<td>Kim Vicari or Peggy Harrison</td>
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Testing Laboratories

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<td>Address:</td>
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<td>Various Locations</td>
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<tr>
<td>Nationally Certified? (Yes/No)</td>
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Medical Review Officer

<table>
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<tr>
<th>MRO Name</th>
<th>Dr. Craig Karpilow MD, FACOEM, MRO</th>
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<tr>
<td>MRO Phone</td>
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<table>
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<tr>
<th>Substance</th>
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<tbody>
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<td>Cocaine</td>
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<tr>
<td>Phencyclidine (PCP)</td>
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</tr>
<tr>
<td>Marijuana (THC)</td>
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</tr>
<tr>
<td>Opiates</td>
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</tr>
<tr>
<td>Codeine</td>
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</tr>
<tr>
<td>Morphine</td>
<td></td>
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<tr>
<td>Hydrocodone</td>
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<td>Hydromorphone</td>
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<td>6-Acetylmorphine</td>
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</tr>
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<td>Alcohol Testing Method Used</td>
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<tr>
<td>Evidential Breath Testing Devices</td>
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<tr>
<td>1. GHD Safety-Sensitive Employees</td>
<td>.020</td>
<td>.040</td>
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</table>
Attachment B  EAP and SAE Referral Process

1. In the case of a positive substance abuse test the employee is asked to participate in a substance abuse evaluation/treatment with a Release/Agreement for reporting back on successful completion and final evaluation.

2. In the case of substance abuse, Mosaic will provide a referral to a substance abuse expert (SAE) at that location, and if appropriate, Mosaic may also refer the employee to a counsellor for individual EAP counselling to assist them manage the challenges and deal with personal issues that impact an employee’s success.

3. Meet with employee:
   - Clarify that participation is a requirement, and while the content of the counselling/treatment session is confidential, GHD will receive information regarding attendance, completion of goals, and a summary from the counsellor, and in the case of substance abuse treatment, evaluation and recommendations on education, treatment, follow-up testing, and aftercare.

4. After receiving the completed and signed GHD Consent to Collect/Release Information, Resilience will provide GHD updates on the employee’s compliance with the formal referral, including:
   - In the case of substance abuse treatment, an evaluation and recommendations concerning education, treatment, follow-up testing, and aftercare
   - Attendance at first appointment
   - Expected duration
   - Attendance
   - Status updates at pre-agreed times
   - Completion and in the case of substance abuse treatment, a final evaluation
## Attachment C  Implementation Tools

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Response (Supervisor or Manager)</th>
<th>Minimum Infrastructure (Management &amp; Administration)</th>
<th>Drug, Alcohol &amp; Contraband Policy Reference</th>
</tr>
</thead>
</table>
| Employee **declares problem and requests help before** a non-compliance occurs | ☐ Encourage employee to contact an SAE  
☐ Remind employee of requirement to comply with SOP while seeking assistance  
☐ Do not discipline                                                                  | ☐ List of SAES                                         | 5.7 Substance Abuse Awareness                               |
| Employee **declares problem and requests help after** a non-compliance occurs  | ☐ Immediately direct employee to undergo Drug & Alcohol testing according to the protocol outlined in this SOP  
☐ Inform employee of the reason for testing                                           | Testing protocol including:  
☐ Contracted services a testing facility meeting industry standards                   | 5.4 Testing; 5.5 Testing Program                                                      |
| A supervisor or manager **observe an employee is unable to work in a safe manner** because of the use of alcohol or drugs | ☐ Inform employee of the reason for testing                                                   |                                                       |                                                            |
| A supervisor or manager believe an employee’s involvement in an **incident or near miss** was affected by alcohol or drugs | ☐ Direct employee to undergo D&A qualification and other testing according to GHD’s testing protocols for safety-sensitive positions.  
☐ Inform employee of reason for resting                                              | ☐ Identification of all safety-sensitive positions within the organization.  
☐ Qualification testing protocol for safety-sensitive positions  
☐ Other safety-sensitive testing protocols (i.e., random and site-access)           | 5.5 Testing Program                                                                      |
| Employee **is in or entering a Safety Sensitive position**                    | ☐ Immediately remove employee from worksite and refer to People Team or management for discipline. | ☐ Protocol for determining and implementing appropriate disciplinary measures | 5.6 Non-Compliance                                          |
| Employee **refuses to be tested** for alcohol or drugs                       | ☐ Return employee to work without discipline                                                   |                                                       |                                                            |
| Employee **tests negative** for alcohol or prohibited drugs                 | ☐ Refer employee to an SAE to determine if employee has a disability for which the employer has a duty to accommodate  
☐ Request return to duty and follow-up testing as needed                           | ☐ Protocol for managing reports and SAE recommendations | 5.6 Non Compliance                                          |
<p>| Employee <strong>tests positive</strong> for alcohol or prohibited drugs                 | ☐ Request return to duty and follow-up testing as needed                                       | ☐ List of SAEs                                       |                                                            |</p>
<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Response (Supervisor or Manager)</th>
<th>Minimum Infrastructure (Management &amp; Administration)</th>
<th>Drug, Alcohol &amp; Contraband Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee is <strong>not found to have a disability</strong></td>
<td>☐ Remove employee from worksite and refer to People Team or management for discipline</td>
<td>☐ Protocol for determining and implementing appropriate disciplinary measures</td>
<td>5.6 Non-Compliance</td>
</tr>
<tr>
<td>Employee is <strong>found to have a disability</strong> for which the employer has a duty to accommodate</td>
<td>☐ Work with People Team or management to determine appropriate accommodation &lt;br&gt; ☐ Ensure return-to-duty tests are successfully completed before employee returns to work &lt;br&gt; ☐ Implement SAE recommendations for follow-up testing</td>
<td>☐ Protocol for determining, providing, and managing appropriate accommodations for disabled employees</td>
<td>5.6 Non-Compliance</td>
</tr>
<tr>
<td>Employee is <strong>suspected of possessing or offering for sale</strong> alcohol, prohibited drugs, drug paraphernalia or devices for tampering with alcohol or drug tests.</td>
<td>☐ Require employee to confirm that they are not in possession of or selling prohibited materials, or contact appropriate authorities to confirm compliance &lt;br&gt; ☐ If employee is found to be in possession of prohibited materials, remove employee from worksite and refer to People Team or management for discipline.</td>
<td>☐ Protocol for conducting legal searches &lt;br&gt; ☐ Protocol for determine and implementing appropriate disciplinary measures</td>
<td>5.4 Searches and Inspections; 5.6 Non-Compliance</td>
</tr>
</tbody>
</table>