



PACIFICORP DRUG AND ALCOHOL POLICY

PacifiCorp expects all employees (including temporary or seasonal workers) to report to work capable of performing assigned duties safely, efficiently and free from the presence or effects of drug and/or alcohol use. In order to maintain a workplace free from the adverse effects of drug and alcohol use, the following actions are prohibited and will result in disciplinary action, up to and including termination of employment.

1. Illegally manufacturing, selling, distributing, dispensing, possessing, using, transferring or purchasing controlled substances or drug paraphernalia under federal, state or local law.
2. Reporting to work under the influence of, possessing or using drugs or alcohol on company premises, company time, when representing the company and/or at any time during the workday.
 - a. This includes meal breaks, except where alcohol is served at company sponsored events with the advance permission of an officer of the company.
 - b. This includes the use of marijuana, even in states where it is legally allowed either for medicinal or recreational use.
3. Operating a company or company rental vehicle anytime or a personal vehicle while on company business under the influence of alcohol, illegal drugs and/or prescribed medications that interfere with the ability to drive safely.
4. Failing to notify the employee benefits department or immediate supervisor when taking prescription medications or over-the-counter medications that cause them to be a danger to their self or others in performing the essential functions of their position or present a threat to safety on the job. Employees are not instructed to disclose underlying medical conditions or the types of prescription or over the counter medications drugs they are taking.
5. Being convicted of violating controlled substance laws, whether a misdemeanor, felony or other statute. Employees must notify their immediate supervisor within five days of any criminal drug statute conviction for a violation. PacifiCorp reserves the right to assess any evidence of violations of controlled substance laws to determine if there is a violation of company policy.
6. Evidence of deliberate adulteration of, substitution of or tampering with a drug and/or alcohol test sample or refusal to take a test.
7. Providing a drug/alcohol testing sample with a positive result for a controlled substance (or its metabolites) and/or alcohol.

Drug and Alcohol Testing

To ensure employee drug or alcohol use does not compromise safety in any aspect of PacifiCorp, all PacifiCorp employees are subject to random selection for drug and alcohol testing where permitted by law. Drug and/or alcohol testing may be required for situations that include;

- post-offer pre-employment;
- random selection;
- reasonable suspicion of being under the influence of drug or alcohol use
- before returning to duty after an absence or suspension from employment;
- after drug or alcohol rehabilitation;
- after an accident at work;
- in a near-miss event where the actions of the employee are suspect or where at-risk behavior or failure to follow safe work practices jeopardizes the safety of the employee, property or others; and
- pursuant to federal and/or state regulations application to employees performing safety sensitive functions or other covered tasks.



PacifiCorp has established standards and procedures to fulfill this policy where permitted by law and according to the terms of the applicable collective bargaining agreement. Failure or refusal of an employee or applicant to cooperate fully with PacifiCorp's procedures established for required testing in accordance with this policy will be grounds for disciplinary action, including termination of employment or refusal to hire.

Employee Assistance for Substance/Alcohol Abuse

When appropriate and/or required by law, the company will assist employees in overcoming substance abuse, but the decision to seek assistance and accept treatment is the employee's responsibility. PacifiCorp encourages employees to voluntarily seek substance abuse assessment and referral for professional counseling and treatment provided through the company's Employee Assistance Program (EAP).

Any employee who voluntarily seeks help for an alcohol and/or drug abuse problem will be offered assistance without jeopardizing continued employment; however, employees who engage in misconduct or violate the prohibitions listed above may not avoid the consequences of such behavior by seeking treatment. Employees undergoing substance abuse treatment must continue to meet all job requirements and performance standards when they are at work.

Disciplinary Action and Refusal to Hire

While PacifiCorp encourages voluntary substance abuse treatment, the company will take appropriate action, including mandatory rehabilitation orders or disciplinary actions that may include termination of employment, for employees who violate the prohibitions listed in this policy and/or are deemed unfit to work due to the use of drugs and/or alcohol. The company will take appropriate action, including refusal to hire, for potential employees who violate the prohibitions listed in this policy during their pre-employment testing.

For more information about the types of tests that could be administered, please reference the Drug & Alcohol Testing Procedures.

These policies supersede and revoke any and all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. PacifiCorp reserves the right to add to, delete, change or revoke these policies at any time, with or without notice. These policies do not create a contract between PacifiCorp and any employee, nor do they create any entitlement to employment or any benefit provided by PacifiCorp to its employees.

CAUTION! – This document may be out of date if printed.