

PEGNL'S Drug- and Alcohol-Free Workplace Policy

Purpose and Goal

PEGNL is committed to protecting the safety, health and well being of all employees, volunteers, and other individuals in its workplace. In addition, PEGNL recognizes that alcohol abuse and drug use can pose a significant threat to the organization's goals. PEGNL has established a drug- and alcohol-free workplace policy that balances the respect for individuals with the need to maintain an alcohol and drug-free environment.

PEGNL encourages employees and volunteers to voluntarily seek help with drug and alcohol problems.

Covered Workers & Volunteers

Any individual who conducts business for PEGNL or is conducting business on PEGNL's property is bound by the drug- and alcohol-free workplace policy. PEGNL's policy includes, but is not limited to, all employees, volunteers, and contractors.

Applicability

PEGNL's drug-and-alcohol-free workplace policy is intended to apply whenever anyone is representing or conducting business for PEGNL. Therefore, this policy applies (i) during all working hours, (ii) whenever conducting business or representing PEGNL and (iii) on PEGNL premises.

Behavior

It is a violation of PEGNL's drug-and-alcohol-free workplace policy to possess, sell, consume, or be under the influence of alcoholic beverages or illegal drugs (i) while on PEGNL's premises, (ii) during working hours outside the office, or (iii) while on PEGNL business.

An employee or volunteer who is using prescription or over-the-counter drugs that may impair the employee's or volunteer's ability to safely perform the job, or affect the safety or well being of others, must notify their supervisor or nearest employee of such use immediately before starting or resuming work.

Consequences

One of the goals of PEGNL's drug-and-alcohol-free workplace program is to encourage employees and volunteers to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

Violation of the Drug- and Alcohol-Free Workplace Policy will result in disciplinary action at PEGNL's discretion, up to and including immediate termination of employment. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee

from being disciplined or discharged for other violations and/or performance problems. A volunteer may be immediately removed from a committee/task force/or board.

Assistance

PEGNL recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees and volunteers, PEGNL's drug-and-alcohol-free workplace policy:

- Encourages employees and volunteers to seek help if they are concerned that they may have a drug and/or alcohol problem
- Encourages employees and volunteers to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help

Confidentiality

All information received by PEGNL through the drug-and-alcohol-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Exceptions

Occasional exceptions to this policy against the consumption of alcoholic beverages may be made at PEGNL's sole discretion for small quantities of such beverages reasonable under the circumstances, usually wine or beer, which may be available at social events. At such events, all employees and volunteers are expected to exercise good judgment and moderation. In addition, employees and volunteers may use drugs as prescribed for those by a medical doctor, provided such use is as per the prescribed use and does not cause impairment. If the prescribed use may cause impairment, the supervisor must be informed.

All employees and volunteers are expected to comply fully with all laws (including laws prohibiting the operation of motor vehicles while under the influence of alcohol or drugs causing impairment), and to take safety precautions including arranging for safe transportation from the event.