

## Fit for Duty Guideline

### **Purpose:**

The purpose of this Guideline is to ensure consistent application of the FLINT/ClearWater Fit for Duty Policy.

### **Scope:**

This Guideline sets forth the principals and approach to fit for duty at FLINT/ClearWater and includes all companies where FLINT Corp. is the majority owner (herein referred to as the "Company").

### **Guideline:**

Outlined below are various testing requirements and potential outcomes.

#### **Pre-access or Pre-employment Alcohol and Drug (A&D) Tests (New-Hires):**

- I. If an individual does not show up for a scheduled Alcohol & Drug (A&D) test, they will not be eligible to re-test for three (3) months and will not be eligible for employment with the company during that time. If an exception is required, approval from the Director, HSE is required.
- II. If an individual's test results are non-negative, they will not be eligible to retest for a period of three (3) months.
- III. If an Individual refuses an A&D test they will no longer be eligible for employment with the Company.
- IV. Pre-hire candidate A&D test results are accepted up to 90 days, if they meet the Company's standards for Drug & Alcohol testing.

#### **Pre-access Alcohol and Drug Tests (Current Employees):**

- V. If an employee does not show up for a scheduled A&D test, they will be suspended for one (1) month without pay. If an exception is needed, approval from the Director, HSE is required.
- I. If an employee's test results are a lab-confirmed non-negative, the employee will be terminated and no longer eligible for employment with the Company.
- VI. If an employee refuses an A&D test they will be terminated and no longer eligible for employment with the Company.

#### **Post Incident/Reasonable Grounds Tests:**

- II. If an employee's A&D test results are lab confirmed non-negative, the employee will be terminated and no longer eligible for employment with the Company.
- III. If an employee refuses an A&D test they will be terminated and no longer eligible for employment with the Company.
- IV. If an employee is found to be in possession of alcohol or other drugs (including illegal drugs, cannabis, and prescription drugs without a valid prescription) that employee will be terminated and no longer eligible for employment with the Company.

- V. Reasonable cause testing will be triggered when there are specific personal observations that the actions, appearance, or conduct of an individual while on duty are indicative of the use of alcohol or drugs.
- VI. Reasonable cause testing will be triggered when a drug canine demonstrates a positive alert on the worker, the worker's personal property at the work site, or within work accommodations.
- VII. Reasonable Cause testing will be triggered for an entire work crew or business locations where drugs or alcohol have been found at the work site, through self-disclosure, or when you have an unprecedented spike in incidents that are unusual in nature and may be indicative of the use of alcohol or drugs.
- VIII. Once an investigation has been completed, an in-person consultation with the direct supervisor and a one level up supervisor must be completed when making arrangements for testing.
- IX. All reasonable cause testing must have the *'Reasonable Cause Testing Form 16B'* completed prior to test.

## **Self Help:**

- I. If an employee requests self-help treatment prior to an incident, no test is required. The employee will be provided a medical leave while they complete the necessary treatment. The cost of treatment may be covered by the Company's Employee Assistance Program (EAP).

## **Rehire:**

- I. Retesting of an employee is required if there is a break of employment lasting more than ninety (90) calendar days.
- II. If an employee refuses an A&D test (post incident, reasonable cause, pre-access, or random) that employee will no longer be eligible for future employment with the Company.

## **Random Testing:**

- I. Random testing is not currently mandatory within the Company's fit for duty program; we do provide services for clients that may require registration into a random testing program.
- II. If workers are requested to work at a client site supporting random testing, the worker will be given the option to voluntarily enter the program and be eligible to work at the worksite or choose not to work at the worksite.

## **Salary Testing Requirements:**

- I. Any salary position that the Company anticipates will be required to go into the field will need to complete an A&D test. If you are unsure of whether the position should be tested, please contact the HSE designate.

## **Zero Tolerance:**

- II. No worker shall report to work or be at work under the influence of any alcohol or drug, which exceeds the limits established under the Canadian Model 6.0.
- III. If an employee's test results indicate the presence of drugs or alcohol that are below the testing parameters but generate a caution notice that employee will be suspended for 24 hours without pay.

- IV. If an employee is found to be in possession of alcohol or other drugs (including illegal drugs, cannabis, and prescription drugs without a valid prescription) the employee will be terminated and no longer eligible for employment with the Company.

\* Positions required to visit or work on sites are considered safety sensitive and will be required to test. All tests conducted are done so following the Canadian Model.