

WELLS RURAL ELECTRIC COMPANY

Adopted: February 22, 1991

Reviewed: August 21, 1998

Revised: August 21, 1998

POLICY NO. 7-11

DRUG FREE WORKPLACE

I. OBJECTIVE

To establish a drug and alcohol free awareness program to inform employees about the dangers of drug and alcohol abuse in the workplace, the Cooperative's policy of maintaining a drug and alcohol free workplace, encouraging the employee to seek any available drug or alcohol counseling, rehabilitation or employee assistance programs and to advise the employee of penalties that may be imposed for drug or alcohol abuse violations occurring in the workplace.

II. POLICY

- A. This policy applies to all employees of the Cooperative and is applicable to problem behavior, ill health, or personal financial difficulties which are related to alcohol or drug abuse. The employees of Wells Rural Electric Company are its most valuable resource and for that reason their health and safety are of paramount concern.
- B. All employees of the Cooperative should be aware that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at any time that an employee is within the scope of his employment with the Cooperative and is grounds for discipline, up to and including discharge.
- C. Alcohol is prohibited from Cooperative property and operations, and alcohol use that adversely affects an employee's job performance is not acceptable and may result in disciplinary action up to and including discharge.
- D. The legal use of controlled substances prescribed by a licensed physician is not prohibited, but employees in selected positions designated by the Cooperative are required to make such use known to an appropriate Cooperative representative.
- E. Law enforcement officials will be notified whenever illegal drugs are found.

- F. All employees of the Cooperative shall notify the Cooperative of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after the date of such conviction. The employee who fails to report such a conviction shall be subject to discipline, up to and including discharge.
- G. In lieu of termination, the Cooperative may require the employee to obtain treatment from a licensed treatment facility. The employee is responsible to cooperate and participate fully in seeking treatment for any drug or alcohol related problem. The employee may be required to provide a medical evaluation of his or her fitness to return to work upon completion of such treatment. On completion of such treatment, the Cooperative has the right to place the employee on one year's probation during which period the employee must agree to be tested on a random basis to detect any continuation of the problem.
- H. No employee will have his job security or promotional opportunities jeopardized by his or her request for counseling or referral assistance so long as he or she cooperates fully in his or her rehabilitation program and shows reasonable progress.
- I. The Cooperative may discharge any employee if his work is not satisfactory, but the employee shall be given at least one written warning notice unless he is under the influence of intoxicants or drugs during normal working hours. Warning notices shall be effective for six (6) months from the date of issue.

### III. RESPONSIBILITY

#### A. Employees

1. Compliance with this drug-free workplace statement is a condition of employment. Employees shall be given a copy of this policy and shall be asked to sign a statement acknowledging its receipt and evidencing their willingness to comply with it.
2. It is the employee's responsibility to cooperate and participate fully in carrying out this policy. Self-referral is encouraged.

#### B. Supervisors

It is the supervisor's responsibility to be alert to possible violations of this policy and to carry it out in a firm, fair and consistent manner while preserving confidentiality at all

times. Supervisors must keep in mind that they are not trained professional counselors in areas of drug and alcohol abuse and that their responsibilities are limited to

identification of job performance problems, confronting the employee with such problems after obtaining documented facts, and referring the employee to the appropriate department head so that professional assistance and follow through can be arranged.

C. Chief Executive Officer

It shall be the responsibility of the Chief Executive Officer to see that this policy is properly administered and to report to the Board of Directors at least annually.

EMPLOYEE NOTICE AND STATEMENT  
OF DRUG-FREE WORKPLACE

I, the undersigned employee of Wells Rural Electric Company, have received notice of the Cooperative's policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. I further understand and agree that I will notify my employer of any criminal drug and alcohol convictions for a violation occurring in the workplace no later than five days after such conviction. I understand that compliance with this Drug-Free Workplace Policy is a requirement of my employment and I unconditionally agree to comply with it fully for as long as the Cooperative employs me.

\_\_\_\_ I acknowledge receipt of a copy of this Employee Notice and Statement of Drug-Free Workplace and the Drug-Free Workplace Policy set forth above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

cc: Personnel File  
Employee

