

# Drug Free Workplace Program

## NOTIFICATION

Tractor Supply Company ("TSC") shall provide a copy of the Drug Free Workplace Program Policy to all applicants and Team Members. TSC will also place notifications in advertisements and/or notifications for new hires informing all readers that TSC has a drug free workplace program in place. Each Team Member will demonstrate knowledge of the program by signing an agreement. As allowed by state law, failure or refusal to sign such agreement will be considered a refusal to abide by this condition of employment and may result in disciplinary action up to and including termination, and an applicant who refuses to sign the agreement will not be eligible for employment.

## POLICY STATEMENT

TSC is committed to providing a safe, productive work environment and to fostering the well-being and health of our Team Members and customers. TSC's commitment to a safe, productive work environment is jeopardized when any TSC Team Member illegally uses drugs or alcohol on or off the job, or works under the influence of drugs or alcohol, possesses, distributes or sells drugs or alcohol in the workplace, consumes alcohol on the job, or in the performance of their duties. To help ensure a safe and productive environment for Team Members and others on TSC property, to protect TSC property and assets and to ensure efficient operations, we have adopted this policy on drugs, alcohol and other prohibited substances. The Pre-Employment testing portion of this policy is effective October 1, 2003. All remaining parts of the policy are effective December 1, 2003.

## THE POLICY PROHIBITS

- A. Using and/or being under the influence, possessing, possessing with the intent to sell or distribute, selling, manufacturing, distributing, concealing, and/or transporting on TSC property or on TSC business, or during working hours by Team Members, of any of the following items or substances:
1. Illegal drugs (including marijuana, whether prescribed or otherwise), unprescribed controlled substances, "look alike" substances, designer and synthetic drugs, and certain inhalants at detectable levels or state allowed established levels.
  2. Alcoholic beverages, intoxicating substances, except as specifically authorized for company functions or events. Such authorization must be approved by a member of the Executive Committee. An impermissible alcohol level results from a blood or breath alcohol concentration of 0.02 grams of alcohol per 210 liters of breath/100 ml of blood or greater or the absence of the normal use of mental or physical faculties resulting from the introduction into the body of an alcoholic beverage. Where state law places the cutoff level for a positive alcohol test at a higher level, state law shall apply.
  3. Equipment, paraphernalia and inappropriate communications pertaining to illegal drug or substance abuse.
- B. Using and/or being under the influence of, possessing, selling, distributing, concealing, and/or transporting on TSC property, or on TSC business, or during working hours by Team Members, any prescription and over-the counter drugs except under the

following conditions:

1. The drugs have been prescribed by a licensed physician and filled by a registered/licensed pharmacist for the person in possession of the drugs. The drug/medication is in the original container(s) from the pharmacy.
  2. Team Member has notified his/her manager of prescription or non-prescription medication, which might impair safety, performance, or any motor functions, before reporting to work under such medication. *Note: At all times, TSC reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the Team Member's work activity.*
  3. If such use impairs the Team Member's ability to safely or effectively perform his/her job, TSC may temporarily reassign the Team Member or grant a leave of absence during the treatment period. Improper use of "prescription drugs" is prohibited and may result in disciplinary action up to and including termination as allowed by state law. Prescription and over-the-counter medication must be kept in its original container if such medication is taken during working hours or on TSC property.
  4. Unless otherwise allowed by state law.
- C. Switching, altering or adulterating any specimen for testing.
- D. In states requiring rehabilitation, failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the Team Member is enrolled.
- E. Refusing to consent to state allowed testing or to submit a specimen for state allowed testing when requested by management.

## POLICY ENFORCEMENT

As allowed by state law, TSC reserves the right at all times, and Team Members accept as a condition of employment, as circumstances warrant, to have authorized Search and Inspection Specialists, including scent-trained dogs, to conduct searches and inspections of Team Members' or other person's personal property and effects while on TSC premises or property. This includes, but is not limited to, Company-owned or leased living quarters, lockers, baggage, offices, desks, tool boxes, clothing, and company-owned or leased vehicles, for the purpose of determining if such Team Members or other person(s) are using, possessing, selling, manufacturing, distributing, concealing or transporting any of the prohibited items and substances contained in this policy. Any person who is found in violation of any portion of the policy will be removed from TSC property and will be subject to termination as allowed by state law. Job applicants who violate any portion of this policy will be ineligible for hire as allowed by state law. Such violations include but are not limited to:

- Possessing, selling or distributing prohibited substances on TSC property/premises.
- Refusing to cooperate in a company investigation or refusing to provide a specimen for drugs or alcohol testing.
- Positive drug or alcohol test for a prohibited substance as defined by this policy.
- Refusing to sign a statement agreeing to abide by TSC's Drug Free Workplace Program Policy.

## TESTING

Testing, as defined herein, will require job applicants and Team Members to provide a specimen capable of revealing the presence of alcohol, drugs or their metabolites. Testing that may be required or allowed by state law is:

1. **Pre-employment drug screening** will be required of all candidates, as allowed by state law, as a condition of employment with TSC. Applicants testing positive for illegal drugs will not be considered for employment. Any refusal to cooperate with a request for a drug test under this program will result in revocation of the conditional offer of employment. Should an applicant begin working prior to management receiving drug test results and those test results are positive, his/her employment will be terminated immediately.
2. **Post-Accident drug and alcohol testing** will be required of any Team Member, as allowed by state law, involved in a work-related accident that results in significant property damage, or requires treatment at a medical facility, or following any accident that results in the injury of a co-worker or customer that requires treatment at a medical facility. After an accident which results in an injury or property damage or a 'near miss incident' as defined by management, TSC may require Team Members to submit to a drug and/or alcohol test in accordance with state law and these rules:
  - a. A Team Member injured at the workplace and required to be tested, shall be taken to a medical facility for immediate treatment of injury. Specimens shall be obtained at the medical facility or a designated collection site under the procedures set forth under these rules and transported to an approved testing laboratory.
  - b. No specimens shall be taken prior to the administration of emergency medical care. Once this condition has been satisfied, an injured Team Member must submit to testing.
  - c. In the case of non-emergency injuries reported after the fact, the injured Team Member must submit to testing at the time the injury is reported.
  - d. For the purposes of this policy, significant property damage will be determined based on the discretion of a member of TSC management.

As allowed by state law, it is the policy of TSC that if any Team Member involved in a work-related accident as described above, refuses to submit to a drug or alcohol test following the accident, it shall be presumed that the proximate cause of the accident was the influence of drugs or alcohol as defined herein.

As allowed by state law, it is the policy of TSC that any Team Member who refuses to submit to or who fails a drug and/or alcohol test following an accident as described above will forfeit eligibility for workers'

compensation and indemnity benefits, have worker's compensation benefits denied and employment will be terminated.

As allowed by state law, it is also the policy of TSC that those Team Members who refuse to submit to or who fail a drug and/or alcohol test following an accident resulting in an injury to co-worker or customer as described above will be terminated.

3. **Reasonable suspicion testing** for drugs/alcohol will be required, as allowed by state law, of any Team Member who demonstrates behaviors, which as determined by management, may be indicative of drug and/or alcohol use and/or abuse. While awaiting results for Reasonable Suspicion tests, Team Members will be placed on administrative leave to be paid or unpaid depending upon the results.
  - Team Members working or being present on TSC property are prohibited from having detectable levels or identifiable trace quantities of certain drugs or alcohol and other prohibited substances in their bodies. Levels will be determined by applicable state and/or federal law.
  - Any Team Member reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work.
  - If, in the opinion of management, the Team Member is considered impaired, the Team Member will be sent to a drug/alcohol testing facility by taxi or other safe transportation alternative. A member of management or another Team Member (with the exception of a peer-level co-worker) will accompany the Team Member being tested.

It is the policy of TSC that any Team Member who refuses to submit to or who fails a drug and/or alcohol test will have their employment terminated unless otherwise prohibited by state law. Further, such positive drug and/or alcohol test or refusal to test may result in forfeiture of unemployment benefits as applicable by state law.

4. **Random drug/alcohol testing** of Team Members at all levels of TSC may be conducted, as allowable by state law, at locations and frequency as determined by TSC following implementation of this policy. Selection for random testing will be determined by an outside third party. Random tests will be unannounced and reasonably spread throughout the year. There will be no pattern of when random tests will be conducted, and all Team Members will have an equal chance of being selected for testing from the random pool each time random tests are conducted. Team Members shall remain in the pool even after being selected and tested. A Team Member, therefore, may be selected for a random test more than once during a year.
5. **Follow-up drug/alcohol testing** as allowed by state and federal law, for Team Members who have undergone a drug and/or alcohol rehabilitation program.

6. **Routine fitness for duty** as allowed by state and federal law.

SUBSTANCES TESTED

Testing for job applicants and Team Members will include screening for the following drugs as allowed by state law:

Initial Test /Confirmation Test Cutoff Levels (ng/ml)

Amphetamines/Methamphetamines (Speed, Uppers)	0001500
Opiates (Heroin, Codeine, Morphine)	2000/2000
Cocaine (Coke, Crack)	300/150
Marijuana (THC, Hashish)	0/15
Phencyclidine (PCP)	5/25

TESTING PROCEDURES

TSC will utilize a third party testing agency to administer the testing. Where required by state law, a sample generating a positive test result will be subject to follow-up testing for confirmation and/or verification.

The third party agency will communicate the results to TSC through a Medical Review Officer or review officer. As allowed by state law, a Team Member or applicant who feels the result of their test is inaccurate may appeal and request a second test of the original sample through the third party. This request must be to the Medical Review Officer and made in writing within five (5) working days of the written notice and the cost of the test will be at the Team Member's/applicant's expense unless otherwise prohibited by state law. If the applicant or Team Member's explanation is deemed unsatisfactory by the Medical Review Officer, the Medical Review Officer will report a positive test result to TSC. Team Members are responsible for inquiring about testing and chain of custody procedures from the testing agency and assuring that the proper procedures are carried out. An applicant or Team Member who tests positive may request a copy of the test results.

A Team Member or applicant may likewise confidentially report the use of prescription or nonprescription medication to a Medical Review Officer before or after being tested. Team Members and applicants may also consult with a Medical Review Officer for technical information regarding prescription and nonprescription medication. Such reporting, however, will not excuse violations of this policy.

CONFIDENTIALITY

The testing of Team Members and the results of those tests will be disclosed only to members of management with a business reason to know. Failure to maintain appropriate confidentiality of this information will result in disciplinary action up to and including suspension without pay and/or termination.

EDUCATION

Educational materials on drugs, alcohol and reasonable suspicion will be provided for all management level Team Members.

NOTICE

The Drug Free Workplace Program Policy does not constitute a contractual undertaking by TSC and TSC does not, through the policy, assume or offer to assume any obligations beyond that which may be imposed by applicable law. TSC reserves the right to alter, amend, or discontinue any policy or program included in the Drug Free Workplace Program Policy with or without notice at its sole discretion. The failure of TSC to exercise any function in any particular way shall not be considered waiver of TSC's right to exercise such function or preclude TSC from exercising that prerogative in some other way. The Team Member is responsible to notify TSC, its agents, including but not limited to insurance carriers, testing laboratory, Medical Review Officer and testing administrators of any administrative or civil action brought pursuant to this section.

DRUG AND ALCOHOL ASSISTANCE PROGRAMS

TSC's Human Resources Department maintains a file containing names, addresses and telephone numbers of local drug or alcohol counseling treatment and/or rehabilitation programs. For a more comprehensive list of these type programs, please contact Human Resources at 615/440-4600. TSC makes no representations or warranties, expressed or implied, about the kind or quality of services offered by these entities and/or individuals. Any time needed to participate in such programs will only be permitted consistent with TSC's leave programs (e.g., FMLA). Participation in substance abuse counseling programs may not preclude TSC from administering disciplinary action, up to and including suspension without pay and/or termination of employment, for violations of TSC policies.

DEFINITIONS

The following are general definitions and are subject to be modified in accordance with applicable state law.

Adulterated Specimen A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol Alcohol is the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol, as defined by state and/or federal law.

Alcohol Test An analysis of breath, blood, saliva, or any other analysis, which determines the presence, absence or level of alcohol as authorized by the relevant state and/or federal laws.

Applicant A person who has applied for a position with TSC, including those to whom a conditional offer of employment has been made.

Certified Laboratory Any facility equipped to perform the testing procedures prescribed in accordance with the standards of, and certified by, the U.S. Department of Health and Human Services (D111-1S), Substance Abuse and Mental Health Services Administration (SAMHSA), and applicable state laws.

Chain of Custody The methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition of all such materials or substances which provides accountability at each stage in handling, testing, and storing specimens and reporting test results.

Confirmation The second analytical procedure used to identify the presence of a specific drug, or alcohol, or metabolite in a specimen. As required by state and/or federal law, the confirmation must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

Detection Level The level allowed by state and/or federal law, at which the presence of a prohibited drug or alcohol can reasonably be expected to be detected by an initial and a confirmatory test performed by a certified laboratory or an Evidential Breath Testing device. The detection level indicates the prohibited level at which a valid conclusion can be drawn that the drug or alcohol is present in the Team Member or applicant's sample.

Drug Any controlled substance subject to testing pursuant to drug testing regulations adopted by state and/or federal laws and/or regulations.

Drug Test Any chemical, biological, or physical instrument analysis administered by a certified laboratory for the purpose of determining the presence or absence of a drug or its metabolites, or alcohol, pursuant to regulations governing drug or alcohol testing adopted by the United States Department of Transportation, state law, or other such recognized authority as may be approved by supplementation of these rules in the future.

Dilute Sample Any sample that shows, through laboratory analysis, to have more water in the sample than is normally expected.

Illegal drugs Drugs which are not legally obtainable and drugs which are legally obtainable but have been illegally obtained. "Detectable levels" or "Identifiable trace quantities", for purpose of this policy, is the presence of alcohol and/or an illegal or prohibited drug or substance found in the specimen at detection levels of above the lowest cut-off level as established by the analytical methods used by the testing laboratory and established by state and/or federal law.

Injury Harm or damage to the Team Member, co-worker or customer, occurring in the workplace or in the scope of employment which must be recorded in accordance with Occupational Safety and Health Administration (OSHA) 300 Log reporting guidelines.

Initial Test A procedure that qualifies as a screening test or initial test pursuant to regulations governing drug or alcohol testing adopted by the United States Department of Transportation, state law, or other such recognized authority as may be approved by supplementation of these rules in the future.

Medical Review Officer (MRO) A licensed physician, employed with or contracted by a company, who has knowledge of and clinical experience in controlled substance abuse disorders, laboratory testing procedures and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate a Team Member's positive test result in relation to the Team Member's medical history or any other relevant biomedical information.

Positive Test Result A result that indicates the presence of illegal drugs (which includes prescribed marijuana), metabolites, or alcohol in the specimen detected by the test in accordance with established state and/or federal thresholds. A positive test result of alcohol indicates a blood or breath alcohol concentration of 0.02 grams of alcohol per 210 liters of breath/100 ml of blood or greater. Where state law places the cutoff for a positive test result at a higher level, state law shall apply.

Possession Having prohibited drugs or alcohol in one's personal effects, in one's vehicle or a company vehicle while on company business, or under one's control on the company's workplace or job site.

Reasonable Suspicion A belief that a Team Member is using or has used drugs and/or alcohol in violation of TSC's policy drawn from specific, objective and articulate facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon: (a) The direct observation of drug and/or alcohol use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work; (b) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance; (c) Information that a Team Member has caused, contributed to, or been involved in a serious accident or "near miss" at work; (d) Evidence that a Team Member has used, possessed, sold, solicited, or transferred drugs while working on TSC's premises or job site, or while operating company's vehicle, machinery or equipment; (e) A report of drug and/or alcohol use at work or on duty, provided by reliable and credible sources and which has been independently corroborated; or (f) Evidence that an individual has tampered with or intends to tamper with a drug and/or alcohol test.

Safety Sensitive Position A job, including any management or supervisory position, in which an impairment by drug or alcohol usage would threaten the health or safety of any person.

Sale Any exchange, transfer, or sharing of prohibited drugs or alcohol with or without remuneration.

SAMHSA Substance Abuse and Mental Health Services Administration, an agency of the US Department of Health and Human Services (DERS) that certifies laboratories to perform drug testing.

Specimen Tissue, fluid, or a product of the human body capable of revealing the presence of alcohol, drugs or their metabolites as adopted by the United States Department of Transportation or state law.

Team Member Any person who works for a salary, wages or other remuneration from TSC.

TSC Property or Premises Used in its broadest sense and includes all property, facilities, land, offices, buildings, structures, trailers, equipment, automobiles, and parking areas whether owned, leased, used or under the control of TSC. This may also include other work locations, including the job site of a customer, or to and from those locations while in the course and scope of TSC employment.

Under The Influence The demonstration by the Team Member of any detectable level of any of the controlled substances, their metabolites or alcohol without a valid prescription from a licensed health care practitioner.

Use Any form of consumption, injection, inhalation or ingestion.

## STATE ADDENDUMS TO DRUG FREE WORKPLACE POLICY

TSC's Drug Free Workplace Program is intended for general application company-wide to the extent permitted by law. This Program, however, must be read and viewed in light of the following state

specific addendums. These addendums are not intended to replace TSC's general Program, but rather to give notice of modifications to that Program in accordance with specific state laws.

### ALABAMA LAW

### ALABAMA

Applicable Alabama law is Section 25, Article 13, of the Alabama Code.

### ARKANSAS LAW

Applicable Arkansas law is Arkansas Workers' Compensation Commission Rule 099.36. An applicant or Team Member who files an administrative or civil action pursuant to Arkansas Workers' Compensation Commission Rule 099.36 is legally obligated to inform the laboratory that performed the drug test of such administrative or civil action.

### ARKANSAS

Little Rock, AR 72205  
Tel: 501/686-9867  
Fax: 501/686-9035

Mental Health Information Helpline – 1-877-277-0007  
Substance Abuse Helpline – 1-501-686-9866

### TEAM MEMBER ASSISTANCE

Employee Assistance Program – 1-800-993-2273

Local:

Joe Hill, Director  
Office of Alcohol and Drug Abuse Prevention  
Division of Behavior Health Services  
Arkansas Department of Health and Human Services  
4313 West Markham

### APPEAL PROCEDURE

A Team Member who is terminated as a result of a positive drug test is entitled to contest the test results within 30 days of termination before the Arkansas Department of Labor by filing written notice with the Arkansas Department of Labor.

### STATUTORY COMPLIANCE

The Drug Free Workplace Program, coupled with this Addendum, complies with the notice requirements set forth in Arkansas Workers' Compensation Commission Rule 099.36, Section I.

### CONDITION OF EMPLOYMENT

It is a condition of employment for a Team Member to refrain from reporting to work or working with the presence of drugs or alcohol in his or her body.

### WORKERS COMPENSATION

If an injured Team Member refuses to submit to a test for drugs or alcohol, the Team Member forfeits eligibility for medical and indemnity benefits.

### UNEMPLOYMENT BENEFITS

If a Team Member is discharged as a result of a positive test for drugs or alcohol, the Team Member may forfeit eligibility for unemployment benefits.

### FLORIDA LAW

Applicable Florida law is Title 31, Chapter 440, of the Florida Statutes. Team Members or job applicants are responsible for notifying the laboratory of any administrative or civil action brought pursuant to

### FLORIDA

TSC's Human Resources Department maintains a file containing names, addresses and telephone numbers of local drug or alcohol counseling treatment and/or rehabilitation programs. For a more comprehensive list of these type programs, please contact Human Resources at 615/440-4600.

Alcohol Hotline-1-800-ALCOHOL  
Narcotics Anonymous - 1-818-773-9999  
National Council on Alcoholism and Drug Dependency Hope Line 1-800-622-2255

Local:

Ken DeCerchio, Assistant Secretary for Substance Abuse  
Substance Abuse and Mental Health Program Office  
Department of Children and Families  
1317 Winewood Boulevard  
Building 3, Room 1051  
Tallahassee, FL 32399-0700  
1-850-487-2920

### APPEAL PROCEDURE

A job applicant or Team Member with a positive drug test may contest the drug test result pursuant to law or to rules adopted by the Florida Agency for Health Care Administration.

this law.

### TEAM MEMBER ASSISTANCE

OVER-THE-COUNTER AND PRESCRIPTION DRUGS WHICH COULD ALTER OR AFFECT DRUG TEST RESULTS\*

<i>Alcohol</i>	All liquid medication containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Viok's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
<i>Amphetamines</i>	Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastine.
<i>Cannabinoids</i>	Marinol (Dronabinol, THC)
<i>Cocaine</i>	Cocaine HCl topical solution (Roxanne).
<i>Phencyclidine</i>	Not legal by prescription.
<i>Methagualone</i>	Not legal by prescription.

<i>Opiates</i>	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphine), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
<i>Barbituates</i>	Phenobarbitol, Tuinal, Amtal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
<i>Benzodiazepines</i>	Activan, Azene, Clonopin, dalmine, diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
<i>Methodone</i>	Dolphine, Metadose
<i>Propoxyphene</i>	Darvocet, Darvon N, Dolene, etc.

\* Due to the large number of obscure brand names and constant marketing of new products, this list can not and is not intended to be all-inclusive.

IOWA

NOTIFICATION

If a confirmed positive test result for drugs or alcohol for the Team Member is reported to the Company by the Medical Review Officer, TSC shall notify the Team Member in writing by certified mail, return receipt requested, of the results of the test, the Team Member's right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the Team Member's choice, and the fee payable by the Team Member to TSC for reimbursement of expenses concerning the test. Any written notice provided to the employee from TSC shall also be provided to the parent of the Team Member by certified mail, return receipt requested, if the Team Member is a minor.

ALCOHOL TESTING LEVEL

Team Members testing greater than 0.04% alcohol concentration will be considered under the influence of alcohol.

DISCIPLINE AND/OR REHABILITATION

VOLUNTARY ADMISSION OF DRUG OR ALCOHOL PROBLEM

TSC will not discharge, discipline, or discriminate against a Team Member based on the Team Member's voluntary admission to TSC of a substance abuse problem, so long as the Team Member actively engages in rehabilitation efforts that TSC deems satisfactory.

SAMPLE STORAGE

A. At collection point:

Upon receipt of a confirmed positive alcohol test which indicated an alcohol concentration greater than 0.04%, if the Team Member has been employed by TSC for a minimum of 12 of the preceding 18 months, and if the Team Member has never previously violated TSC's Drug Free Workplace Policy, TSC will allow the Team Member to undergo rehabilitation. If rehabilitation is undertaken, TSC will not take any adverse action against a current Team Member so long as the Team Member complies with the requirements of the rehabilitation and successfully completes rehabilitation.

Any action taken against an Team Member or prospective Team Member shall be based only on the results of the drug or alcohol test.

TEAM MEMBER ASSISTANCE

TSC's Human Resources Department maintains a file containing names, addresses and telephone numbers of local drug or alcohol counseling treatment and/or rehabilitation programs. Additionally, you may be eligible for assistance under an Employee Assistance Program. You may contact HR at 615/440-4600 for information regarding these programs.

MAINE

Urine samples will be collected in new, clean containers manufactured for the purpose of urine collection. Immediately after assessment, the container will be sealed with tamper-proof tape and labeled in the presence of the applicant. The seal will cover the cap and extend over the sides of the container. The label will contain the date and time of collection, and the identifying number of the applicant. All information on the label will be written clearly and with indelible ink. Samples will be transported or shipped promptly to the testing laboratory in a secure fashion, so as to prevent tampering. If shipment or transport is not feasible, the specimen will be refrigerated within one hour at less than 6 C for no more than three days, or frozen at -20 C or less, for no more than two weeks before shipment.

B. At laboratory:

All positive specimens will be retained by the laboratory in the original containers in secure storage at freezing temperatures (-20 C or less) for at least 6 months.

Should legal challenge occur, the specimen will be retained throughout the period of resolution of the challenge.

CHAIN OF CUSTODY

A. Labeling and Packaging:

Immediately upon collection of each sample, a chain of custody record established for that sample, indicating the identity of each person will be having control over the sample, and the times and dates of all transfers or other actions pertaining to the sample.

B. Transport:

Samples will be picked up from the facility within 24 hours of collecting the sample and will be transported in a secure fashion, so as to avoid tampering.

Each person who takes custody of the sample in the course of transport will record on the chain of custody log the date, time, transporter's name and employer's name, origin and destination of the sample.

C. At Lab:

When a sample arrives at the lab, the person receiving the sample shall record the time of receipt and the location of each sample in the lab's storage system. Any technician or other person who removes the sample from storage or opens the sample shall record the date, time, their name and the purpose for removal or opening of the sample.

POSITIVE DRUG TEST THRESHOLDS

The initial test cutoff concentration for hair samples is as follows:

Substance	pg/mg
Marijuana metabolites	1
Cocaine metabolites	500
Opiate metabolites	200
Phencyclidine	300
Amphetamines	500
MDMA	500

The confirmatory test cutoff concentration for hair samples is as follows:

Substance	pg/mg
Marijuana metabolite	0.05
Cocaine:	
Cocaine	500

Cocaine metabolites	50
Opiates:	
Morphine	200
Codeine	200
6-Acetylmorphine	200
Phencyclidine	300
Amphetamines:	
Amphetamine	300
Methamphetamine	300
MDMA	300
MDA	300
MDEA	300

The initial test cutoff concentration for oral fluid specimens is as follows:

Substance	ng/ml
THC Parent drug and metabolite	4
Cocaine metabolites	20
Opiate metabolites	40
Phencyclidine	10
Amphetamines	50
MDMA	50

The confirmatory test cutoff concentration for oral fluid specimens is as follows:

Substance	ng/ml
THC Parent Drug	2
Cocaine	8
Opiates:	
Morphine	40
Codeine	40
6-Acetylmorphine	4
Phencyclidine	10
Amphetamines:	
Amphetamine	50
Methamphetamine	50
MDMA	50
MDA	50
MDEA	50

The initial test cutoff concentration for sweat patch samples is as follows:

Substance	ng/patch
Marijuana metabolites	4
Cocaine metabolites	25
Opiate metabolites	25
Phencyclidine	20
Amphetamines	25
MDMA	25

The confirmatory test cutoff concentration for sweat patch samples is as follows:

Substance	ng/patch
THC parent drug	1

Cocaine	25	
Opiates	25	
Phencyclidine		20
Amphetamines:		
Amphetamine	25	
Methamphetamine	25	
MDMA	25	
MDA		25
MDEA		25

The initial test cutoff concentration for urine specimens is as follows:

<u>Substance</u>	<u>ng/ml</u>	
Marijuana metabolites		50
Cocaine metabolites	150	
Opiate metabolites	2000	
Phencyclidine		25
Amphetamines	500	
MDMA	500	

The confirmatory test cutoff concentration for urine specimens is as follows:

<u>Substance</u>	<u>ng/ml</u>	
Marijuana metabolites		15
Cocaine metabolites	100	
Opiates:		
Morphine	2000	
Codeine	2000	
6-acetylmorphine	10	
Phencyclidine		25
Amphetamines:		
Amphetamine		250
Methamphetamine	250	
MDMA	500	
MDA		250
MDEA		250

APPEAL

Employees and applicants who wish to appeal a positive test result may do so at no cost to themselves.

MINNESOTA

TEAM MEMBERS OR APPLICANTS SUBJECT TO TESTING

Random Testing: TSC will not random test in Minnesota.

REFUSAL

TSC Team Members and applicants may refuse to undergo drug/alcohol testing. TSC Team Members who refuse to be tested may be terminated. TSC applicants who refuse to be tested will have their conditional offer of employment withdrawn.

MISSISSIPPI

MISSISSIPPI LAW

Applicable Mississippi law is Section 71-3-211 of the Mississippi Code. Team Members or job applicants

are responsible for notifying the laboratory of any administrative or civil action brought pursuant to this law.

MONTANA

numbers of local drug or alcohol counseling treatment and/or rehabilitation programs. You may

contact HR at 615/440-4600 for information regarding these programs.

LEGAL VIOLATIONS

It is a violation of federal, state, and local law to unlawfully manufacture, distribute, possess, or use a controlled substance. There are civil and/or monetary penalties for violation of these laws.

CONFIDENTIALITY

All information, interviews, reports, statements, memoranda, and test results are confidential communications that may not be disclosed to anyone except:

1. The tested Team Member,
2. The designated representative of TSC; or

EDUCATION

TSC will regularly educate and/or provide information to Team Members on the health and workplace safety risks associated with the use of controlled substances and alcohol.

TEAM MEMBER ASSISTANCE

TSC's Human Resources department maintains a file containing names, addresses and telephone



3. In connection with any legal or administrative claim arising out of TSC's implementation of this Drug Free Workplace Program or in response to inquiries relating to a workplace accident involving death, physical injury, or property damage in excess of \$1,500, when there is reason to believe that the tested Team Member may have caused or contributed to an accident.

Information obtained through testing that is unrelated to the use of a controlled substance or alcohol must be held in strict confidentiality by the medical review officer and may not be released to TSC.

#### ALCOHOL TESTING LEVEL

Team Members testing at greater than 0.04% alcohol concentration will be deemed under the influence of alcohol.

### OHIO

#### WORKERS' COMPENSATION

Team Members who test positive for drugs/alcohol or refuse to submit to a drug/alcohol test may

affect the Team Member's eligibility for compensation and benefits under the Ohio Workers' Compensation laws.

### TENNESSEE

#### TENNESSEE LAW

Applicable Tennessee law is Title 50, Chapter 9 of the Tennessee Code. An applicant or Team Member who files an administrative or civil action pursuant to Tennessee Code Section 50-9-100 *et seq* is legally obligated to inform the laboratory that performed the drug test of such administrative or civil action.

#### CONDITION OF EMPLOYMENT

It is a condition of employment for a Team Member to refrain from reporting to work or working with the presence of drugs or alcohol in the Team Member's body.

#### WORKERS' COMPENSATION

If an injured Team Member refuses to submit to a test for drugs or alcohol, the Team Member may forfeit eligibility for workers' compensation medical and indemnity benefits.

#### UNEMPLOYMENT

If a Team Member is discharged for testing positive or refusing to submit to a drug or alcohol test, the Team Member may forfeit eligibility for unemployment.

#### APPEAL PROCEDURE

A Team Member who is terminated as a result of a positive drug test is entitled to contest the test results in accordance with Tennessee law.

#### MINORS

A minor's parents or guardians will be notified of the test results of any minor tested under this policy.

#### TEAM MEMBER ASSISTANCE

Employee Assistance Program – 1-800-993-2273

#### Local:

Frieda Wadley, Ivi.D., Commissioner  
Bureau of Alcohol and Drug Abuse Services  
Department of Health  
Cordell Hull Building, 3<sup>rd</sup> Floor  
425 5<sup>th</sup> Avenue, North  
Nashville, TN 37247-4401  
1-615-741-1921

Virginia Trotter Betts, Commissioner  
Tennessee Department of Mental Health & Developmental Disabilities Division of Alcohol and Drug Abuse Services  
First Floor, Cordell Hull Building  
425 Fifth Avenue North  
Nashville, TN 37243  
Tel: 615/741-1921  
Fax: 615/532-2419

Crisis Telephone Line - 1-800-809-9957

### VERMONT

#### OVER-THE-COUNTER MEDICATIONS

Over-the-counter medications and other substances may result in a positive drug test.

#### THERAPEUTIC LEVELS OF PRESCRIPTION DRUGS

Therapeutic levels of medically-prescribed drugs tested will not be reported.