



**DRUG AND ALCOHOL POLICY
AND PROCEDURES**

For NON-DOT COMPLIANT POSITIONS

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SECTION I. INTRODUCTION AND GENERAL INFORMATION**A. *Drug and Alcohol Prohibition Policy***

1. Policy. Premier Alaska Tours Inc. has a long-standing commitment to maintain the highest standards possible for the health and safety of its employees, customers, clients, and the public at large. The use of or impairment by drugs and/or alcohol during work time is contrary to these high standards and will not be tolerated.
2. Purpose. The purpose of this Drug and Alcohol Policy ("Policy") is to maintain the highest safety, health, and work performance standards possible, and to reduce work-related accidents, injuries, and damage which may be caused by drug or alcohol use or impairment. This policy is also intended to ensure the maintenance of productivity, the quality of products and services, and the security of property.
3. Prohibited Conduct. The following conduct is prohibited, and may result in discipline, up to and including dismissal:
 - a. The unauthorized use, possession, manufacture, distribution or sale of an illegal drug, controlled substance or drug paraphernalia on or in Company-owned property (including Company-supplied vehicles) or while on Company business, or during working hours.
 - b. Storing any illegal drug, drug paraphernalia, or any controlled substance whose use is unauthorized, in or on Company-owned or supplied property (including vehicles).
 - c. The use or possession of Marijuana including the use and possession for medicinal purposes. Premier Alaska Tours Inc. will abide by the federal law which prohibits the possession or use of Marijuana. If an employee is under the use of medical marijuana while at work, whether it is revealed by the employee or discovered by the employer, is conduct prohibited by this policy.
 - d. Reporting to work, working, or acting or appearing on behalf of the Company while under the influence of illegal drugs or a controlled substance whose use is unauthorized.
 - e. Failing to notify the employee's supervisor before beginning work that the employee is taking medications or drugs which may interfere with the safe and effective performance of duties.
 - f. Refusing to immediately submit to a drug or alcohol test when requested by the Company, in accordance with this policy.
 - g. Failing to adhere to the requirements of any drug or alcohol treatment or rehabilitation program in which the employee is participating, either: (1) as a condition of continued employment, or (2) pursuant to a written agreement between the Company and employee.
 - h. Violating any criminal drug or alcohol law or statute while working.
 - i. Failing to notify the Company of any arrest or conviction under any criminal drug or alcohol law or statute by the next work day following the arrest or conviction.

- j. Testing positive for drugs or alcohol in violation of this policy.
- k. Tampering with, adulterating, altering, substituting or otherwise obstructing any drug or alcohol testing process required under this policy.
- l. Reporting to work or remaining on duty requiring the performance of a safety sensitive function while having an alcohol concentration of .02 or higher.
- m. Consuming or using alcohol while on duty, or while performing a safety sensitive function.
- n. Performing a safety sensitive function within eight hours of consuming or using alcohol. An on-call employee who consumes alcohol within four hours of being called in to perform a safety sensitive function must acknowledge the use of alcohol and may not report for duty.

B. *Effective Date of Policy*

- 1. This policy will become effective on May 1, 2016
- 2. Each manager shall post the Policy in a prominent location readily accessible to all covered employees.
- 3. A copy of this Policy will be posted on the company website and will be included in the company handbook. Each employee will be required to sign a statement acknowledging receipt of said Policy and his/her agreement to comply with same.

C. *Applicability*

- 1. Individuals Subject to Drug and Alcohol Policy: Any prospective employee or employee of **Premier Alaska Tours Inc.** performing a job that is not regulated by the Department of Transportation. (DOT regulated employees are subject to a different policy regarding drug and alcohol testing).
- 2. **Premier Alaska Tours Inc.** reserves the right, within the limits of federal and state laws, to examine and test for the presence of drugs. Under the conditions of this Policy, at the sole discretion of your company, applicants or employees may be required to take a medical examination and/or take a urine, blood, oral fluids, or hair test. Testing will be conducted with IAW industry standard processes and procedures including the use of Quick/Instant tests. Hair or Saliva testing will be administered when required by contract, or for any other reason the company may deem necessary. Federal Drug Testing procedures will be utilized to the extent as reasonably possible.
- 3. Substances Tested For and Positive Results. The Company shall test for alcohol and the following drugs based on the following criteria:

Urine Testing Screening and Confirmation Levels

Initial Test Analyte	Initial Test Cutoff Concentration	Confirmatory Test Analyte	Confirmatory Test Cutoff Concentration
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL.
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL.
Opiate metabolites Codeine/Morphine ²	2000 ng/mL	Codeine Morphine	2000 ng/mL. 2000 ng/mL.
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine .	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamines ³ AMP/MAMP ⁴	500 ng/mL	Amphetamine Methamphetamine ⁵	250 ng/mL. 250 ng/mL.
MDMA ⁶	500 ng/mL	MDMA MDA ⁷ MDEA ⁸	250 ng/mL. 250 ng/mL. 250 ng/mL.

- 1 Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).
- 2 Morphine is the target analyte for codeine/morphine testing.
- 3 Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.
- 4 Methamphetamine is the target analyte for amphetamine/methamphetamine testing.
- 5 To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL.
- 6 Methylenedioxyamphetamine (MDMA).
- 7 Methylenedioxyamphetamine (MDA).
- 8 Methylenedioxyethylamphetamine (MDEA).

Alcohol Testing by Evidential Breath Testing Device

Alcohol Confirmation - .02 or greater (positive)

* SAMHSA specified threshold

Test results at or above the confirmation level will be considered a positive test.

Hair Screening and Confirmation Levels:

Hair 5-Panel (Standard)	Screening Cutoff	Confirmation Cutoff
Amphetamines <i>Amphetamine, Methamphetamine & Ecstasy</i>	500pg/mg hair	500pg/mg hair
Cocaine <i>Cocaine & Benzoyllecgonine</i>	500pg/mg hair	500pg/mg hair
Opiates Codeine, Morphine & 6-MAM (Heroin metabolite)	500pg/mg hair	500pg/mg hair
Phencyclidine PCP	300pg/mg hair	300pg/mg hair
Marijuana Carboxy-THC	1pg/mg hair	0.3pg/mg hair

D. *Circumstances Under Which Testing May be Conducted*

The Company will test employees for drugs and/or alcohol under the following conditions:

1. Post-Accident Testing

a. Persons Subject to Post-Accident Testing.

Employees whom the Company reasonably believes may have contributed to an accident in the workplace or during work time *may be* required to undergo drug and/or alcohol impairment testing. Such a test will be conducted as soon as practicable after the accident, but not later than 32 hours after the accident for drugs and not later than 8 hours for alcohol. **Premier Alaska Tours Inc.** will make reasonable attempts to obtain a sample from an employee after an accident, as defined below, but any injury should be treated first.

An accident may involve any of the following:

- * Loss of human life,
- * Issuance of a moving traffic citation under state or local law,
- * Medical treatment other than first aid administered away from the scene, or
- * Property damage

b. Obligations of Employee Subject to Post-Accident Testing.

1. An employee who is subject to post-accident testing *shall not* consume alcohol for 8 hours after the accident, or until s/he has taken an alcohol test, whichever occurs first.
2. An employee who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.

3. Employees who do not comply with the post-accident testing requirements, or who fail or refuse to provide a sample for testing, will be considered to have refused to submit to testing and will be subject to appropriate disciplinary action, including termination.

2. Random Testing

All employees shall be subject to drug and alcohol testing on an unannounced and random basis. The primary purposes of unannounced random testing are to deter illegal drug and alcohol use which may affect work performance or safety, and to ensure a drug free workforce.

Ten (10) percent of the testing pool will be randomly selected for drug testing each year and Five (5) percent will be selected for alcohol testing. The selections will be spread reasonably over a 12-month period.

In addition:

- (1) Random tests will only be administered just before, during, or shortly after an employee's work time.
- (2) Employees must remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing.
- (3) Employees shall be selected for testing by using a computer-based random number generator.
- (4) No advance warning will be given to employees regarding the dates and times of random testing.

3. Reasonable Suspicion Testing

Any employee whom the Company reasonably suspects may be affected by the use of drugs or alcohol which may adversely affect job performance, safety or the work environment may be required to submit to a drug and/or alcohol test. Reasonable suspicion testing is done to identify drug and alcohol affected employees who may pose a danger to themselves or others in their job performance.

Trained supervisors will make the decision whether there is reasonable suspicion to believe an employee is impaired by or under the influence of a drug or alcohol while on duty in violation of this policy.

a. When Reasonable Suspicion Exists

The decision to test must be based on a reasonable and articulable suspicion or belief that the employee is under the influence of an unauthorized drug or alcohol. Reasonable suspicion is a belief based on contemporaneous articulable observations concerning the employee's appearance, behavior, speech or body odors, or other reliable evidence or information that the employee is under the influence of or impaired by drugs or alcohol. For example, any of the following, either alone or in combination, may constitute reasonable suspicion:

1. Slurred speech;
2. Irregular or unusual speech patterns;
3. Impaired judgment;
4. Alcohol odor on breath;
5. Uncoordinated walking or movement;
6. Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility or aggressiveness;
7. Possession of drugs or alcohol;
8. Observation of drug or alcohol use prior to reporting to work or during working hours.

Reasonable suspicion determinations will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use.

The observing supervisor shall document the events and record the behavioral signs and symptoms that support the reasonable suspicion. If possible, a second supervisor should also observe the employee to verify that there is a reasonable basis to believe that a drug or alcohol violation has occurred.

b. Events After Determination Is Made

When a determination is made that reasonable suspicion exists that an employee is under the influence of drugs or alcohol in violation of this policy, the employee shall be immediately relieved of his/her duties, pending further action.

The observing supervisor shall immediately notify the department head or other appropriate supervisor if reasonable suspicion is found to exist. Upon review, the department head or other appropriate supervisor may direct or authorize that the employee in question immediately submit to a drug and/or alcohol test.

c. Reports of Possible Violation by Supervisory Personnel

If a non-supervisory employee has reason to believe that a supervisor subject to this policy is under the influence of drugs or alcohol at work in violation of this policy, then s/he shall report such potential violation to the Company Drug Program Manager or President who will thereafter take appropriate action.

4. Return-to-Duty Testing

An employee who refuses to take or fails a drug test and whose employment is not terminated may not return-to-duty until s/he is evaluated by the Substance Abuse Professional (SAP), passes a drug test, and the Drug Program Manager has determined that the employee may return to work.

An employee who refuses to take or fails an alcohol test and whose employment is not terminated may not return to work until the employee is evaluated by a Substance Abuse Professional and has completed the recommended treatment.

5. Follow-Up Testing

An employee who is referred for assistance related to drug or alcohol misuse may be subject to unannounced follow-up testing for a period not to exceed 60 months, as directed by the SAP. The number and frequency of follow-up testing will be determined by the SAP and the Company, but will not be less than six tests in the first 12 months

following the employee's return to duty. Follow-up testing will be conducted immediately prior to, during or immediately preceding work time for that employee.

SECTION II. CONSEQUENCES OF VIOLATING POLICY

A. General.

Compliance with this policy is a condition of employment. Refusal to take a required drug or alcohol test, a positive drug or alcohol test, or engaging in an activity or behavior which otherwise violates this Policy shall, at a minimum, result in removal from performing assigned functions. Additional disciplinary action may follow, including termination.

B. Violations and Discipline.

The Company may take adverse employment action, up to and including dismissal, based on:

1. a positive drug or alcohol test result;
2. a prospective employee or employee's refusal to provide a drug or alcohol testing sample,
3. An employee's failure to notify the employee's supervisor, before beginning work, that the employee was taking medications or drugs which might interfere with the safe or effective performance of duties;
4. Verification of valid current prescription or legal use of such drug is not provided upon request by the next scheduled work day;
5. Misuse of the prescription or recommended drug.
6. Otherwise violating the terms and requirements of this policy.

Potential adverse employment action may include one or more of the following:

1. Termination of employment;
2. A requirement that the employee enroll in a Company approved rehabilitation, treatment or counseling program. This program may include additional drug and alcohol testing. Participation in such a program is a condition of employment. Costs of participating in such a program will be borne by the employee;
3. Suspension, with or without pay;
4. Other or additional adverse employment action, at the election and discretion of the Company

C. Requirements For Return-To-Duty.

An employee who is not terminated for violating this policy may be given the opportunity to return to work provided s/he first:

1. Receive a recommended return to work evaluation by a SAP and the Medical Review Officer;

2. Passes a Return to Work drug and/or alcohol test;
3. Continues to receive negative drug or alcohol test results in follow-up tests after returning to duty; and
4. Participates in and successfully completes any applicable company approved evaluation/rehabilitation program.

SECTION III. SAMPLE COLLECTION AND SAMHSA TESTING PROCEDURES

A. *Collection of Samples*

1. Testing under this policy is a urinalysis (for drugs) and an evidential breath testing device (for alcohol) administered under approved conditions and procedures conducted for the sole purpose of detecting drugs or alcohol. Other on-site methods to detect the presence of alcohol may also be used, including blood/alcohol and saliva tests.

The test will be conducted by a Company-appointed medical laboratory and paid for by the Company. Sample collection and testing will be performed under reasonable and sanitary conditions.

2. The collection site shall have all necessary trained personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of specimens to a certified drug-testing laboratory designated by **Premier Alaska Tours Inc.** An independent medical facility may also be utilized as a collection site.
3. All drug test samples will be collected by the split sample collection method. However, if a split sample is not collected, the single sample will be collected and sent to the laboratory for testing.
4. The person collecting the drug sample will document the sample, including labeling the sample to preclude to the extent reasonable the possibility of misidentification of the person tested in relation to the test result provided.
5. Sample collection, storage, and transportation to the testing place shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration or misidentification.
6. An employee designated for testing must provide reliable individual identification to the person collecting the sample.
7. Drug and alcohol tests will normally be scheduled during, or immediately before or after, the employee's regular work period or work time. Testing under this policy is considered work time and will be compensated at the employee's normal rate of pay.
8. Sample collection will be performed in a manner which ensures the individual employee's privacy to the maximum extent consistent with ensuring that the sample is not contaminated, adulterated, or misidentified.
9. The Company will pay the entire actual costs for drug and alcohol testing required of employees and prospective employees. The Company shall also pay reasonable transportation costs to an employee if the required test is conducted at a location other than the normal work site.

B. Testing Procedures

1. Unless testing is conducted on-site, **Premier Alaska Tours Inc.** shall use a drug-testing laboratory approved or certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).
2. if Non-Instrumented Drug tests are used then the Collector must perform the on site tests in the presence of the donor. In on-site testing, an employer may only use products approved by the Food and Drug Administration for employee testing and shall use the products in accordance with the manufacturer's instructions. All presumptive positive tests results must be sent to the SAMSHA Laboratory for confirmation testing before any employment action can be taken.
3. The laboratory shall permit inspections by **Premier Alaska Tours Inc.** Drug Program Manager.
4. The Company may at times use a rapid test kit. If the rapid test is positive, the sample will be sent to the designated laboratory for confirmation.
5. Positive drug tests will be confirmed by a gas chromatography mass spectrometry. The Company will not rely on a positive drug test unless the confirming drug test results have been reviewed by a licensed physician or doctor of osteopathy.
6. Alcohol testing will be performed by a breath alcohol technician (BAT). If the result of an alcohol screening test is an alcohol concentration of 0.02 [or .04] or greater, a confirmation test will be performed. The confirmation test will generally be done within 15, but not more than 30, minutes of the screening test. The results of these tests will be reported directly to the Company.

C. Review of Drug Test Results

1. Medical Review Officer.

Premier Alaska Tours Inc. shall contract the services of a Medical Review Officer (MRO). The MRO shall be a licensed physician or doctor of osteopathy. The MRO shall **review all confirmed positive drug test results** and interview individuals tested positive to verify the laboratory report. The MRO in conjunction with the Substance Abuse Professional may also evaluate and recommend to **Premier Alaska Tours Inc.** whether and when an employee who either refuses to test or tests positive may return to work.
2. Reporting and Review of Results.
 - a. The MRO shall review confirmed positive test results. This review shall be performed by the MRO prior to the transmission of results to the Company's Drug Program Manager.
 - b. The MRO shall contact the employee within 48 hours and offer an opportunity to discuss the confirmed test result.
 - c. The MRO will inform the employee that s/he has 72 hours to request a re-test of the split or single sample. A re-test is an analysis of the second split sample bottle or an aliquot of the original sample. The re-test can be sent to a laboratory approved or certified by the Substance Abuse and Mental Health Services Administration. The employee will be responsible for the costs of the re-test and will be reimbursed by the Company only if the sample comes back negative.

3. Legal Drug Use.

If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO shall report the test as negative. Test results that have been caused by prescription medication will be reported as negative.

4. Written Test Results.

An employee may obtain a copy of the written test results only upon written request made within six months of the date of the test. The Company will provide the written test results to the employee pursuant to that request within five working days of its receipt.

5. Explanation of Positive Test by Employee.

An employee who would like an opportunity to explain a positive tests result in a confidential setting must make such a request in writing within 10 working days of being notified of the test result. An employee who submits such a timely written request will be given the opportunity, within 72 hours after its receipt or before taking adverse employment action, to explain the positive test in a confidential setting.

SECTION IV. EMPLOYEE ASSISTANCE PROGRAM (EAP)

A. *Scope of Program*

The Employee Assistance Program will provide education and training on drug and alcohol use to all employees. The education shall include:

1. Informational material distributed to employees as well as displayed on bulletin boards, employee break rooms, locker rooms, etc;
2. Distribution of **Premier Alaska Tours Inc.** policy regarding the use of prohibited drugs and alcohol to all new employees. The policy shall be displayed in prominent places throughout **Premier Alaska Tours Inc.** (i.e., employee bulletin board, break room, locker rooms).

B. *Supervisor Training*

Supervisory personnel will receive training regarding the DRUG AND ALCOHOL POLICY. The training shall include at least 60 minutes of training on the use of controlled substances and alcohol misuse. This training shall be for all supervisors who may determine whether an employee will be drug and alcohol tested for reasonable suspicion.

SECTION V. CONFIDENTIALITY OF RESULTS

1. All records relating to drug and alcohol testing will be maintained in a confidential medical file in a secure location with controlled access, separate from personnel files.
2. Any communication received by the Company relevant to drug or alcohol test results and received through the Company's testing program is confidential and privileged, and will not be disclosed by the Company except:
 - a. To the tested employee, prospective employee or another person designated in writing by the employee or prospective employee;

- b. An individual designated by an employer to receive and evaluate test results or hear the explanation from the employee or prospective employee;
- c. As ordered by a court or governmental agency; or
- d. In any proceeding initiated by or on behalf of the individual and arising from a positive test.

DRUG PERSONNEL AND SERVICES

1. SERVICE AGENT (SA)
Beacon/WorkSafe
800 Cordova St./ 300 West 36th Ave
Anchorage, Alaska 99501

2. MEDICAL REVIEW OFFICER (MRO)
Dr. David Nahin
9501 Northfield Blvd
Denver, CO 80238-3536
907-222-7612
FAX- 907-787-2215

3. SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION
(SAMHSA) LABORATORY
Pathology Associates Medical Laboratory
110 West Cliff Avenue
Spokane, WA 99220

4. COMPANY DESIGNATED EMPLOYER REPRESENTATIVE (DER)
Cory Smith
Safety and Compliance Manager
Premier Alaska Tours Inc.
1900 Premier Court
Anchorage, AK 99502
907-279-0001

SECTION VI. DEFINITIONS

Alcohol means ethanol, isopropanol, or methanol.

Alcohol concentration means the alcohol in a volume of breath expressed in terms of grams of alcohol - per 210 liters of breath-as indicated by an evidential breath test.

Alcohol Use means the consumption of any beverage or mixture, including any medication or mouthwash containing alcohol.

Breath Alcohol Technician (BAT) means an individual who operates an EBT and instructs and assists individuals in the alcohol testing process.

Collection Site Person Is an individual authorized by **Premier Alaska Tours Inc** to collect samples in accordance with this policy and trained in procedures for such collections. **Premier Alaska Tours Inc** has chosen to follow the highest industry standards for work place collection, testing, and reporting of test results; therefore, **Premier Alaska Tours Inc** procedures will attempt to follow, as a guide only, the federal drug testing procedures.

Drug(s) means a substance considered unlawful under AS 11.71 or under federal law, or the metabolite of the substance.

Drug Testing means testing for evidence of the use of a drug.

Evidential Breath Testing Device (EBT) is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath, and is placed on NHTSA's "Conforming Products List" (CPL) of evidential breath measurement devices.

Employee Assistance Program (EAP) means a confidential counseling/referral service for employees and their dependents. EAP is designed to provide assistance to employees and their families to deal with personal problems which may affect their productivity, health, or continued employment. All counseling, assessment, and referral services will be provided by qualified, experienced clinicians with special training in short-term counseling and in assessing and treating substance abuse problems (See SAP).

Failing A Drug Test shall mean the test results show positive evidence of the presence of a drug or drug metabolite in an employee's system in amounts that exceed cutoff levels established by this policy.

Medical Review Officer (MRO) is the licensed physician or doctor of osteopathy who is responsible for reviewing positive laboratory results generated by **Premier Alaska Tours Inc** testing program.

Prospective Employee means a person who has made application to an employer, whether oral or written, to become an employee.

Random means a scientifically valid method that ensures that all covered employees have an equal change of being selected.

Sample means urine or breath from the person being tested.

Screening Test or Initial Test means an analytic procedure to determine whether an employee may have a prohibited concentration of drugs or alcohol in a specimen.

Rapid Test means a test designed to provide an instant screened test result.

Refusal to submit means failure to cooperate and provide a drug or alcohol sample, after receiving notice of the test in accordance with **Premier Alaska Tours Inc** Drug and Alcohol Policy. A refusal will be treated the same as a positive test result. A refusal to test for alcohol occurs when a covered employee fails to provide an adequate breath for testing without a valid medical explanation after

receiving notice of the requirement to be tested in accordance with the provisions of **Premier Alaska Tours Inc** alcohol misuse prevention plan or engages in conduct that clearly obstructs the testing process.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (“Certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/ Alcohol & Other Drug Abuse”) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.



EMPLOYEE NOTIFICATION LETTER

COMPANY ALCOHOL AND DRUG ABUSE POLICY

I certify that I have received a copy of, and have read the above policy on Alcohol and Drug Testing procedures. I understand that as a condition of employment I must comply with these guidelines, and do agree that I will remain medically qualified by following these procedures.

Employee Signature

Employee Name

Date

Received by:

Company Administrator Signature

Name / Title

Date

This document will be retained in the employee file