

Corporate Policy Use of Alcohol and Drugs

I. Scope

This Policy is applicable to all BNSF Railway employees.

Unless otherwise expressly stated in the Corporate Rules that supplement this Policy, the content of this Policy applies to each supplemental Corporate Rule.

II. Purpose

BNSF Railway is committed to protecting the safety, health and well-being of all employees in our workplace. BNSF Railway has established an alcohol and drug-free workplace program that balances our respect for individuals with the need to maintain a safe work environment. This Policy defines how BNSF Railway identifies and corrects Alcohol and Drug use in the workplace.

III. Definitions

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol. This includes, but is not limited to, beer, wine, hard liquor and medications containing alcohol.

BNSF Railway: BNSF Railway Company.

Controlled Substance: As defined by 21 U.S.C. § 802, including all substances listed in Schedules I through V of 21 CFR Part 1308, as each may be revised from time to time.

DOT: United States Department of Transportation.

Drugs: Any substance (other than Alcohol) that has known mind- or function-altering effects on a person, specifically including any psychoactive substance and including, but not limited to, Controlled Substances.

Employee Assistance Program (EAP): A confidential program providing professional assistance for personal and emotional issues, including marital, family and work-related conflicts, and issues related to Alcohol or Drug use.

FRA: The Federal Railroad Administration.

Health Care Provider: A person trained and licensed to practice medicine.

Medical Review Officer (MRO): A licensed physician who has satisfactorily completed the qualifying criteria for MROs issued by the DOT.

Possess: To have on one's person or in one's personal effects or under one's control. As used in this Policy, possession does not include control by virtue of presence in the employee's personal residence or other similar location off BNSF Railway property.

IV. Policy Requirements

- A. While on BNSF Railway property, on duty, or operating BNSF Railway work equipment or vehicles, no employee may:
1. Use or Possess Alcohol;
 2. Use or Possess any Controlled Substance (except as described in 49 CFR § 219.103 and Sections B and C below) or illegally obtained Drug;
 3. Possess Drug paraphernalia;
 4. Possess Drug test adulterants or specimen substitutions;
 5. Report for duty or remain on duty or on BNSF Railway property when his or her ability to work safely is impaired by Alcohol, Controlled Substances or illegally obtained Drugs;
 6. Report for or remain on duty or on property with a blood or breath-Alcohol concentration greater than or equal to 0.02%; or

7. Report for or remain on duty or on property while exhibiting symptoms of using Alcohol or illegally obtained Drugs.
- B. The following additional restrictions apply to employees covered by the Hours of Service Act, pursuant to 49 CFR Part 219:
1. Use of Alcohol is prohibited within four (4) hours of reporting for covered service, or after receiving notice to report for covered service (whichever time is less).
 2. Use of Controlled Substances at any time, whether on or off duty is prohibited, except where both:
 - a. Such use is prescribed by a Health Care Provider who has been informed by the employee of the employee's assigned duties and has determined that the prescribed dosage is consistent with the employee's safe performance of his or her assigned duties; and
 - b. Such Controlled Substances are used at the prescribed dosage.
- C. Prescription and Over-the-Counter Medications.
1. All employees are responsible for ensuring their personal medical conditions do not interfere with their ability to safely perform their duties. Accordingly:
 - a. An employee must notify his or her Health Care Provider regarding the full scope of assigned duties and all medication usage, including over-the-counter medications, to ensure that the use of all such medication(s) is consistent with the safe performance of his or her duties. To determine the effects of a medication, an employee should consult his or her Health Care Provider.
 - b. If an employee is being treated by more than one Health Care Provider, the employee must inform at least one Health Care Provider of all medications taken, including all over-the-counter medications. It is the Health Care Provider's responsibility to indicate whether the use of the medication(s) at the prescribed dosage is consistent with the safe performance of the employee's duties. The employee must observe any restrictions imposed by the Health Care Provider.
 2. Employees are not required to contact the Medical Department or a supervisor to approve any medication usage.
 3. If an employee is taking any medication and is required to take a Drug test, the employee must complete the testing as ordered. Certain medications may cause a positive laboratory test result; however, it is the role of the MRO to determine whether a legitimate medical explanation exists or the test result should be verified as a positive Drug test. As discussed further below, the MRO will instruct the employee to provide medical documentation for review as appropriate. An employee's refusal to participate in required testing is a violation of this Policy.
 4. The MRO's determination of whether medication use is consistent with this Policy will be based on the factors listed below. The employee will be required to provide appropriate documentation to the MRO regarding this information.
 - a. The employee must have a legal, valid prescription written by a Health Care Provider. Valid prescriptions require a doctor-patient relationship, which by most state laws requires a physical examination. Prescriptions written by "cyber doctors" relying on online questionnaires are not valid.
 - b. The medication must be prescribed for the employee.
 - c. The medication must be taken for the condition for which it was prescribed and must be taken as prescribed, including dosage, frequency and duration of use (not to exceed 12 months per original prescription).
 - d. The prescription order must be less than 12 months old.
- D. Employees may consume Alcohol at pre-arranged business-related events on BNSF Railway property provided the event:
1. Is authorized by the President, CEO or any Executive Vice President or Vice President;

2. Does not interfere with normal business operations; and
 3. Is restricted to designated locations.
- E. Notwithstanding any statute, ordinance, regulation, or other law that legalizes or decriminalizes the use or possession of marijuana, whether for medical, recreational, or other use, BNSF Railway's Use of Alcohol and Drugs Policy prohibits an employee from reporting for duty or remaining on duty or on BNSF property with any detectable amount of marijuana in his or her body. Likewise, the use or possession of marijuana or marijuana paraphernalia is prohibited on BNSF Railway property and in BNSF Railway work equipment and vehicles.
- F. BNSF Railway reserves the right to verify a violation of this Policy without the administration of Drug and/or Alcohol tests based on admission of substance use or documented observations made by company officers trained in "signs and symptoms" of Drug and Alcohol use, subject to applicable law.

V. Enforcement

Failure to comply with this Policy could result in disciplinary action, up to and including termination of employment.

VI. Questions/Reports

If you have any questions about this Policy or would like to report a possible violation of this Policy, please contact the Policy Sponsor or the Vice President Compliance & Audit. Reports regarding violations of this Policy may also be submitted anonymously by using the BNSF Railway Hotline at 1-800-533-BNSF.

If you have questions about substance abuse testing, call the Medical and Environmental Health Department at (817) 352-1648 or after hours, the 24-Hour Consolidated Help Line: 1-888-634-1011 (Wait for the recording to start, then select options from the menu).

For confidential assistance with personal, emotional or substance abuse issues, call the Employee Assistance Program (EAP) at 1-800-383-2327. For more information about the EAP refer to the Section III above and the EAP and Return to Service Corporate Rule.

VII. Policy Sponsor

Name: Riz Chand

Title: Vice President & Chief Human Resources Officer

VIII. Related Policies and Corporate Rules

Alcohol and Drug Testing Corporate Rule
EAP and Return to Service Corporate Rule
Alcohol and Drug Test Results Corporate Rule
Violations Corporate Rule
Alcohol and Drug Testing Procedures
Operation Stop Procedures

IX. Policy History

Effective Date:

Last Revised:

This Policy supersedes the Policy on the Use of Alcohol and Drugs with an effective date of April 15, 2009.

Approved:

Carl R. Ice
President and Chief Executive Officer

**Corporate Rule
Alcohol and Drug Testing****I. Scope**

This Corporate Rule is applicable to all BNSF Railway employees.

II. Purpose

This Corporate Rule supplements the Use of Alcohol and Drugs Policy and provides further information on Alcohol and Drug testing.

III. Definitions

Class III Railroads: Refers to and applies to all employees on BNSF Railway's associated Class III Railroads and Terminal Companies who are subject to the federal hours of service laws (i.e. operating employees or covered service employees, including contractors and volunteers).

Commercial Driver's License (CDL): A license issued by a state or other jurisdiction, in accordance with the standards contained in 49 CFR Part 383, that authorizes an individual to operate a class of Commercial Motor Vehicle.

Commercial Motor Vehicle (CMV): As defined in 49 CFR § 382.107.

Commingled Service: As defined in 49 CFR § 228.5.

Creatinine: An indicator of metabolic function. It is waste product of muscle tissue produced at a constant rate by the kidneys and excreted in the urine.

Dilute Negative Specimen: A negative urine test result with Creatinine and/or specific gravity values lower than expected for human urine.

Federal Motor Carrier Safety Administration (FMCSA): An agency within the Department of Transportation.

Observed Test: A urine specimen collection where a same gender observer watches the employee's urine exit the employee's body into the collection container.

Substance Abuse Professional (SAP): As provided in 49 CFR Part 40, a person who evaluates employees who have violated a DOT Alcohol or Drug regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. SAPs must possess the required credentials and specific knowledge, receive training, and achieve a passing score on a qualifying examination. SAPs must also adhere to applicable continuing education requirements.

IV. Corporate Rule Requirements

- A. Alcohol and Drug testing may be conducted pursuant to federal or state statutes and regulations as well as BNSF Railway policy and rules. Alcohol and Drug testing may include testing of an employee's breath, hair, urine or blood and other bodily fluids or tissue specimens when approved.
- B. Drugs tested under DOT regulations include marijuana, cocaine, amphetamines, phencyclidine (PCP) and opiates, which is referred to as the "DOT-5 panel." Drugs tested under FRA Subpart C adds barbiturates and benzodiazepines to the DOT 5-panel. Drugs tested under BNSF authority include those identified in the preceding sentences, and may be expanded at any time to include additional Controlled Substances and any product not prescribed by a health care provider which can cause intoxication or impairment, such as designer drugs, synthetic marijuana products, or bath salt type products.
- C. Testing is conducted for the reasons listed below.
 1. Random;
 2. Post-Accident;
 3. Reasonable Suspicion;

4. Reasonable Cause;
 5. Return-to-Duty;
 6. Follow-up;
 7. Pre-Employment; and
 8. Return To Service.
- D. When required, BNSF Railway employees must participate in all aspects of the Drug and Alcohol testing program and remain at the designated collection site until testing is completed. Failure to do so constitutes refusal, which can result in discipline, including suspension from covered service as required by federal regulations and dismissal.
- E. An employee who admits to violating the Use of Alcohol and Drugs Policy or has an MRO-verified and reported positive test result, or submits an adulterated or substituted specimen, or confirms positive for Alcohol is subject to discipline under the Use of Alcohol and Drugs Policy.
- F. Random Testing
1. Random testing requires Drug screens and/or breath-Alcohol testing. Employees selected for testing must provide the required specimens and complete the required documentation and certifications. An employee may be tested at any time during his or her tour of duty on the test date. Compliance by the employee may be excused only in the case of a documented medical or family emergency. A medical emergency is defined as an acute medical condition requiring immediate emergency care.
 2. Random testing is required for the following employees while on duty:
 - a. Employees covered by the Hours of Service Act and those in Commingled Service;
 - b. Employees holding an active CDL;
 - c. Scheduled employees who transport BNSF Railway employees as a crew hauler, including Extra or Guaranteed Rotating Extra Board (GREB) positions that may be called upon at any time to perform crew hauler duties;
 - d. Scheduled employees who perform duties as intermodal equipment operators, including duties as a Crane Operator, Crane Director, Groundman, Hostler or Leadman or Extra or Guaranteed Rotating Extra Board (GREB) positions that may be called upon at any time to perform intermodal equipment operating duties;
 - e. Scheduled employees who perform maintenance-of-way activities (as required by 49 CFR Part 219);
 - f. Exempt employees who supervise employees in safety-sensitive positions, are assigned company vehicles, or are in a position of Vice President or above; and
 - g. All employees authorized by BNSF Railway to carry firearms.
 3. Random Testing Methods: BNSF Railway's random Alcohol and Drug testing program utilizes a combination of database and application software integrated for the purpose of generating and tracking random Alcohol and Drug tests. The individual to be tested and test date are specified by computer-generated random selection.
- G. FRA Hours of Service:
1. Road Trains
 - a. BNSF Railway uses a modified site testing method to test members of road train crews. A window opens at the selected date and time, remaining open for four hours.
 - b. During the window, the railroad officer will test:
 - i. The first outbound road crew reporting for covered service; and

- ii. The first inbound road crew arriving at final terminal (arrival at final terminal is defined by yard, station, terminal, yard office, lodging facility, or mechanical device such as an electronic reader).
 - c. If only one crew meeting either of these criteria is available, then only one crew will be tested. If no crews are available, the test is canceled. Road train tests cannot be rescheduled. Road trains include all train designations without a "Y" or yard code designation, including road switchers.
 2. Yard Trains and Utility Employees
 - a. Yard crews and utility employees are selected by train symbol. At any time on the test date, the railroad supervisor will test the crew assigned to the selected yard train symbol.
 - b. The crew includes all train crew members, trainees, and switchmen. If no crew is working the train with the symbol selected on the test date, the test is canceled. Yard train tests cannot be rescheduled.
 3. Mechanical Employees
 - a. Employees who perform Hours of Service activities at a rate of at least once per quarter as locomotive movers are subject to FRA Random Testing.
 - b. Positions for mechanical locomotive movers are specified individually by computer-generated, random selection. The individual working the position selected is to be tested.
 4. Train Dispatchers, Signal, and Other Hours of Service Employees (Hostlers, Pilots, Bridge Tenders, Control Operators.)
 - a. Dispatchers, Signal, Hours of Service employees, and other Hours of Service employees are selected individually based on ICC code.
 - b. The donor and test date are specified by computer-generated random selection. The individual selected is to be tested.
 5. FRA Required Maintenance of Way Workers
 - a. Employees are selected individually based on ICC code.
 - b. The donor and test date are specified by computer-generated random selection. The individual selected is to be tested.
- H. FRA Post-Accident Testing is conducted after any event that involves one or more of the following circumstances:
1. Major Train Accident: Any train accident that meets the current FRA damage threshold and results in one or more of the following:
 - a. A fatality;
 - b. A release of hazardous materials with an evacuation or a reportable injury; or
 - c. Damage to railroad property totaling more than \$1 million.
 2. Impact Accident: An impact accident meeting the current FRA damage threshold and resulting in either:
 - a. A reportable injury, or
 - b. Damage to railroad property totaling \$150,000 or more.
 3. Fatal Train Incident: A train accident involving a fatality to an on-duty railroad employee.
 4. Passenger Train Accident: Reportable injury to any passenger or crewmember in a passenger train accident, which meets the current FRA damage threshold.
 5. Rail/highway crossing accidents and accidents that are entirely attributable to natural causes, trespassing, or vandalism do not qualify for FRA Post-Accident Testing.

I. FMCSA Post-Accident Testing

1. Federal law requires Alcohol and Drug Testing. CDL holders operating Commercial Motor Vehicles must be tested whenever:
 - a. An accident occurs resulting in a fatality.
 - b. The driver receives a citation following an accident involving bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
 - c. The driver receives a citation following an accident and one or more motor vehicles incur disabling damage that requires the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

J. Reasonable Suspicion Testing

1. All BNSF Railway employees are subject to Reasonable Suspicion Testing.
2. This testing may include a urine Drug test, a breath-Alcohol test, or both depending upon the type of test as determined by management.
3. Reasonable Suspicion Testing is performed when a supervisor suspects an employee is under the influence of Drugs and/or Alcohol, based on specific, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.
4. For on-duty employees covered by the Hours of Service Act, and for employees with active Commercial Driver's Licenses, Reasonable Suspicion Testing is mandated by the U.S. Department of Transportation (federal authority), using federal forms. For all other employees (including off-duty Hours of Service employees), Reasonable Suspicion Testing is performed under BNSF Railway's authority, using BNSF Railway company forms.
5. Employees tested for Drugs using Reasonable Suspicion procedures will be removed from service pending the receipt of the results. After Drug testing and removal from service has occurred, the employee must contact the Medical and Environmental Health field manager for additional instructions and assistance in addressing the underlying medical or EAP condition that led to the Reasonable Suspicion Testing. If the test results are verified as positive, the provisions of the Violations Corporate Rule and the EAP and Return to Service Corporate Rule will apply. If the test results are verified as negative, then the employee will continue to address the underlying condition with the assistance of the Medical and Environmental Health field manager.

K. BNSF Railway Reasonable Cause Testing

1. BNSF Railway employees are subject to BNSF Railway testing at any time while on-duty.
2. Testing is performed under BNSF Railway authority, using BNSF Railway company forms, and may include a urine Drug screen and/or a breath-Alcohol test.
3. BNSF Railway Reasonable Cause Testing may be used whenever any employee is involved in an accident, injury, near-miss or other incident in which evidence indicates the employee's performance may have caused or contributed to the incident or its severity, and the employee exhibits any of the following behaviors:
 - a. Neglect of established safety or other BNSF Railway procedures;
 - b. Errors in judgment and control;
 - c. Inability to reasonably recount details of an accident and/or incident; or
 - d. Altercations or extreme displays of negative behavior.
4. BNSF Railway Reasonable Cause Testing should be performed using BNSF Railway authority exclusively. Managers must make an effort to conduct Drug and/or Alcohol testing without exceeding hours of service.

5. Employees tested for Drugs using Reasonable Cause procedures will not be withheld from service pending receipt of Drug test results, but may be withheld from service as a result of a rules violation.

L. Return-to-Duty Testing

1. DOT Authority

- a. Employees must pass a Drug screen and/or a breath-Alcohol test prior to returning to duty after:
 - i. A removal from service following verified/confirmed positive, adulterated, or substituted test results.
 - ii. Possession, refusal to test, or violations of the federally mandated portions of the Use of Alcohol and Drugs Policy.
- b. The employee must successfully complete any prescribed education, treatment or other recommendations from a Substance Abuse Professional when returning to duty under federal authority (FRA or FMCSA).
- c. DOT Return-to-Duty tests may be required to be conducted as an Observed Test.
- d. CDL drivers must have a DOT urine test prior to performing service if not subject to random testing for 30 days or greater.

2. BNSF Railway Authority

- a. Employees must pass a Drug screen and/or a breath-Alcohol test prior to returning to service after:
 - i. An absence greater than six (6) months (Drug screen only);
 - ii. A removal from service following verified/confirmed positive, adulterated, or substituted test results; or
 - iii. Admission of use, possession, or refusal to test violations of the Use of Alcohol and Drugs Policy.
- b. The employee must successfully complete an EAP Manager's recommendations including prescribed education and/or treatment when returning to service.

M. Follow-up Testing

1. DOT Authority

- a. Employees (including Class III Railroad employees) permitted to return to duty following a federal violation must participate in Follow-up Testing as determined appropriate by a Substance Abuse Professional when returning under federal authority (FRA or FMCSA).
- b. A minimum of six (6) unannounced tests will be conducted during the first year following the return to duty. Additional Follow-up Testing may be specified by the SAP for a maximum of five (5) years.
- c. DOT Follow-up tests (FRA or FMCSA) may be required to be conducted as Observed Tests.

2. BNSF Railway Authority

- a. Employees (including Class III Railroad employees) permitted to return to service following a company authority violation of this Policy, will be required to participate in Follow-up Testing as determined appropriate by an EAP Manager
- b. A minimum of six (6) unannounced tests will be conducted during the first year following the return to service. Additional Follow-up Testing may be specified by the EAP Manager for a maximum of five (5) years.

N. Pre-Employment Testing

1. Each BNSF Railway candidate must pass a Drug screen prior to employment with BNSF Railway.

2. Drug testing is also required for:
 - a. All candidates given a conditional job offer;
 - b. Current employees who transfer into covered service from positions not performing Hours of Service functions; and
 - c. Current employees who transfer to positions requiring a CDL.
 3. Candidates who test positive for Controlled Substances, or who adulterate, substitute or otherwise tamper with their urine sample, will be denied employment.
 4. In compliance with 49 CFR Part 40, BNSF Railway requires first-time candidates for employment in safety-sensitive duties who were previously employed by DOT employers to provide Drug and Alcohol testing information for the two years prior to the date of the candidate's application. This information is also required of current BNSF Railway employees who transfer into safety-sensitive duties from non-HOS positions and positions requiring a CDL if they have worked for BNSF Railway less than the two-year requirement. If the employee does not provide the information, BNSF Railway will not permit him or her to perform safety-sensitive functions. BNSF Railway will release information regarding an employee's Drug and Alcohol tests to subsequent employers when specific written consent from the employee authorizing the release is received.
 5. If a candidate had a positive Alcohol or Drug test, refusal to test, or other violations under DOT regulations in the past two years, the candidate will not be permitted to perform safety-sensitive functions for BNSF Railway until the candidate documents successful completion of the return-to-duty process including follow-up test information.
 6. Employees who test positive for Drugs will be denied a requested transfer and are subject to discipline for violation of BNSF Railway's Use of Alcohol and Drugs Policy.
- O. BNSF Railway is under no obligation to provide SAP evaluation or any subsequent recommended education or treatment for an individual who has violated a DOT Alcohol and Drug regulation. Names and contact information for SAPs are available from EAP Managers and will be provided to individuals at their request.
- P. Employees who hold positions subject to FMCSA-mandated Random Testing must pass a Federal Drug screen if, for any reason, they have been not been subject to Random Testing for a period of 30 days more.
- Q. Employees testing negative for Drugs will not be provided test results in writing.

V. Related Policies and Corporate Rules

Use of Alcohol and Drugs Policy
EAP and Return to Service Corporate Rule
Violations Corporate Rule

VI. Corporate Rule History

Effective Date:
Last Revised:

Procedures Alcohol and Drug Testing

Definitions

Airblank: An air blank is a function performed by the Breath Alcohol Technician prior to a breath test to verify no Alcohol is within the breath test device by displaying 0.00%. In Evidential Breath Testing (EBT) Devices using gas chromatography technology, this involves a reading of the device's internal standard. In all other EBT Devices, an Airblank involves a reading of ambient air containing no Alcohol.

Breath Alcohol Technician: A person qualified to perform breath Alcohol testing as specified in 49 CFR Part 40.

Evidential Breath Testing Device (EBT): A device approved by the DOT for the evidential testing of breath Alcohol.

Procedures

- A. At least one BNSF Railway supervisor must oversee testing activities related to:
 1. Random Drug Testing. A BNSF Railway supervisor need not be physically present at the test site, but must be readily available by phone or pager, should questions or problems arise.
 2. Post-Accident Testing for FRA and FMCSA. (Note: For FRA Post-Accident Testing, the supervisor must NOT have been directly involved in the incident.)
 3. BNSF Railway Reasonable Cause Testing.
- B. At least one BNSF Railway supervisor who is trained in recognition of signs and symptoms related to Alcohol and Drug abuse must make the determination to perform breath Alcohol testing related to FRA, FMCSA or BNSF Railway Reasonable Suspicion Testing.
- C. At least two BNSF Railway supervisors, one of whom is trained in recognition of signs and symptoms related to Alcohol and Drug abuse must make the determination to perform Drug testing related to FRA, FMCSA or BNSF Railway Reasonable Suspicion Testing.
- D. The Medical Department will oversee testing activities related to:
 1. Return-to-Duty Testing;
 2. Follow-Up Testing; and
 3. Pre-Employment Testing.
- E. All breath Alcohol and urine collections will be performed by qualified technicians or collectors who are certified to be proficient in urine and breath Alcohol specimen collection, as specified in 49 CFR Part 40.
- F. All breath Alcohol and urine collections will be performed according to procedures specified in 49 CFR Part 40, except BNSF Railway authority Return-to-Service tests and BNSF Railway authority Follow-Up tests may be conducted as an Observed Test (as defined in the Alcohol and Drug Testing Corporate Rule).
- G. Urine and breath Alcohol collections will be performed in a location and manner that provide reasonable visual and audible privacy for the employee being tested, consistent with applicable regulations.
- H. BNSF Railway supervisors participating in testing activities must respect the confidentiality of test procedures and results they may obtain during the course of testing.
- I. Procedures for Employees Providing a Urine Specimen
 1. The employee will present photo identification to collection official. If no photo identification is available, a BNSF Railway supervisor may identify the employee. BNSF Railway authorized testing requires that employees provide their social security number or seven digit employee identification number for test tracking purposes by the Medical Department.
 2. The employee will be directed to remove and leave outside the testing area any outer clothing (e.g. coverall, jacket, coat, hat, etc.) and any electronic device, briefcase, purse, or other personal belongings.

3. The employee will be directed to empty his or her pockets and display the items in them to ensure no items present could be used to adulterate the specimen. Once confirmed, the employee may place items such as keys, wallets, money or jewelry back into his or her pockets. Items that may potentially be used to adulterate a specimen must be secured by the collector before specimen collection. Such items include eye drops, inhalers, medications, cosmetic make-up, cell phones, pagers or any other item that could be used to tamper a specimen. These items will be sealed in an envelope that will not be returned to the employee until the specimen collection process is completed.
 4. The employee will wash and dry hands prior to providing a specimen.
 5. The employee will be directed by the collector to take the specimen collection container, go into the restroom and make an attempt to void. After voiding, the employee will give the urine specimen to the collection official.
 6. If the employee does not attempt to provide a urine specimen, the testing process is stopped and handled as a refusal.
 7. The employee must keep his or her urine specimen in view at all times prior to it being sealed and labeled by the collection official.
 8. The employee should watch the collection official place a bottle custody seal over the bottle cap and down the sides.
 9. The employee and collection official should complete the information required on the bottle custody seal. This certifies that the urine specimen is the employee's.
 10. The employee must read and sign the Chain of Custody Form certifying that the specimen identified as having been collected from the employee is in fact the employee's specimen.
 11. The employee may record on the back of the employee's copy of the Chain of Custody Form medications taken or administered in the past 30 days, whether or not by prescription.
 12. The employee should secure his or her copy of the completed Chain of Custody Form that certifies proper completion of the collection.
- J. Procedures for Employees Providing a Breath Alcohol Sample
1. The employee will present photo identification to the collection official. If no photo identification is available, a BNSF Railway supervisor may identify the employee. BNSF Railway authorized testing requires that employees provide their social security number or seven digit employee identification number for test tracking purposes by the Medical Department.
 2. The collector will instruct the employee to complete Step Two of the Breath Alcohol Testing Form.
 3. The collector will then instruct the employee to blow into the Evidential Breath Testing (EBT) mouthpiece for approximately six seconds or until the EBT device indicates that a successful test has been recorded.
 4. If the test is **negative (less than 0.02%)** the test is complete and the collector will instruct the employee to sign and date Step Four of the Breath Alcohol Testing Form.
 5. If the test is **positive (0.02% or greater)** the collector will instruct the employee to wait 15 to 20 minutes for a confirmation test. During this time period the employee should not smoke, eat, drink fluids, belch, or put anything in his or her mouth.
 6. An Airblank is required on the EBT device before beginning the confirmation breath test to ensure the EBT does not have any residual Alcohol. After the waiting period the collector will again instruct the employee to blow into the EBT mouthpiece for approximately six seconds or until the EBT device indicates that a successful test has been recorded.
 7. If the confirmation test is negative (less than 0.02%), the test is complete and is not considered a violation. If the confirmation test is positive (0.02% or greater), the test is considered a violation. After the confirmation test, the employee will be instructed by the collector to sign and date Step Four of the Breath Alcohol Testing Form.

8. The employee should secure his or her copy of the completed Breath Alcohol Testing Form that certifies proper completion of the collection.

For additional information, refer to the following:

[Use of Alcohol and Drugs Policy](#)

Alcohol and Drug Testing Corporate Rule

Corporate Rule Alcohol and Drug Test Results

I. Scope

This Corporate Rule is applicable to all BNSF Railway employees.

II. Purpose

This Corporate Rule supplements the Use of Alcohol and Drugs Policy and provides further information on the requirements for handling and interpretation of Alcohol and Drug test results.

III. Definitions

Designated Employer Representative (DER): A BNSF Railway employee authorized by the company to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from such duties, and to make decisions in the testing and evaluation processes. The DER also receives test results and other communications for BNSF Railway consistent with the requirements of applicable regulations and BNSF Railway policies and rules.

IV. Corporate Rule Requirements

- A. BNSF Railway's Medical Department receives all Alcohol and Drug test results. As provided below, the MRO is responsible for (1) receiving, reviewing, and verifying laboratory results generated by the BNSF Railway Drug testing program in accordance with applicable federal and state laws and regulations and BNSF Railway policy; (2) reporting verified Drug test results to the DER or designee in a timely fashion; and (3) advising BNSF Railway of any additional testing or other requirements for BNSF Railway employees or job applicants.
- B. Positive breath-Alcohol test results will be communicated to the appropriate BNSF Railway supervisor and the employee by the breath-Alcohol technician immediately after a test is completed.
- C. Any employee whose blood or breath-Alcohol tests indicate a level greater than or equal to 0.02% (positive test) will be considered in violation of the Use of Alcohol and Drugs Policy, subject to applicable law. Blood or breath-Alcohol concentrations greater than or equal to 0.04% are also in violation of federal statutes for safety-sensitive employees, provided federal authority forms are used. FRA also requires that the employee be removed from covered service until at least the next duty period or for eight (8) hours (whichever is more) if his or her confirmed Alcohol level is 0.02% to 0.039%. While a confirmed Alcohol level of 0.02% to 0.039% does not violate FRA regulations, any Alcohol result greater than or equal to 0.02% is a violation of the Use of Alcohol and Drugs Policy, subject to applicable law.
- D. The testing laboratory reports all positive, adulterated, or substituted laboratory (non-negative) Drug test results (as defined in 49 CFR Part 40) directly to the BNSF Railway-designated MRO. After the laboratory test result is received, the MRO will discuss the findings directly with the employee and determine whether any factors exist that could affect test validity or if there is a valid medical reason for the laboratory test result. After non-negative test results are verified, the MRO will notify BNSF Railway. The MRO will verify a positive test result if the MRO is unable to contact the employee within ten (10) days of receiving the test result.
- E. In order to determine whether a legitimate medical explanation exists for a laboratory positive test result, the MRO will instruct the employee to provide medical documentation for prescription medications for review as appropriate. The MRO will determine the validity of prescriptions based on the criteria provided in the Use of Alcohol and Drugs Policy.
- F. When the MRO informs BNSF Railway a urine test was reported by the testing laboratory as Invalid and the test result has been canceled by the MRO, the employee must take another test immediately under direct observation. In accordance with DOT guidelines, federal authority (FRA or FMCSA) Return-to-Duty and Follow-Up tests may be conducted under direct observation.
- G. After review of Drug or Alcohol test results by the MRO, the MRO may release to or share with the Designated Employer Representative (DER) or designee any records or information obtained during the review of the results of any specimen submitted by an employee or job applicant. This information may be released or shared with BNSF Railway supervisors, Law, Claims, Human Resources, EAP representatives, and Labor

Relations personnel as necessary to facilitate discipline, assessment, treatment, return-to-work and follow-up processes and for the specific purpose of reporting potential safety risks by virtue of medications taken, conditions suffered, or other circumstances.

- H. Employees who wish BNSF Railway to release Drug and Alcohol testing information to their union representative, attorney, or other third party must submit a written request to the Medical Department.
- I. An employee who tests positive for Drugs may request a reconfirmation test, provided the request is made in writing within 72 hours from the time the employee is notified of the test results by the MRO. The reconfirmation test will test the employee's split specimen obtained at the time of the original collection. Reconfirmation test results will be mailed to the address shown on the written request.
 - 1. The employee will remain out of service pending results of the reconfirmation test.
 - 2. If the reconfirmation test is negative, the entire test is considered cancelled (no violation).
 - 3. After the MRO has verified the Drug test result including a split specimen, no additional test results will be considered.
- J. No retesting, additional testing or alternate testing, such as blood Alcohol testing, is offered for breath-Alcohol tests under BNSF Railway authority, subject to applicable law. The results of a properly conducted breath-Alcohol test are considered final and valid.
- K. The results of a Drug test verified by the MRO are considered final and valid. Alternate testing such as hair, urine, or other tests done outside of control of BNSF Railway do not change the findings verified by the Medical Review Officer for positive, substituted, or adulterated Drug tests.

V. Related Policies and Corporate Rules

Use of Alcohol and Drugs Policy

VI. Corporate Rule History

Effective Date:

Last Revised:

**Corporate Rule
Violations****I. Scope**

This Corporate Rule is applicable to all BNSF Railway employees.

II. Purpose

This Corporate Rule supplements the Use of Alcohol and Drugs Policy and provides further information on the requirements related to Alcohol and Drug violations.

III. Definitions

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.

Certified Employee: Refers to and applies to all employees subject to testing requirements under 49 CFR Part 219 (Control of Alcohol and Drug Use), Part 240 (Qualification and Certification of Locomotive Engineers) and Part 242 (Qualification and Certification of Conductors).

Drug and Alcohol Counselor (DAC): A person who meets the credentialing and qualification requirements of a "Substance Abuse Professional" (SAP), as provided in 49 CFR Part 40. For all federal tests, the DAC must be a qualified Substance Abuse Professional.

Substituted Specimen: A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

IV. Corporate Rule Requirements

- A. Following an employee's first positive Drug or Alcohol test, he or she will be removed from service pending evaluation by a DAC and subject to the guidelines set forth in this Rule.
- B. For positive Drug tests, the Medical Department will notify the supervisor who will remove the employee from service. The following guidelines will apply:
 1. Removal-from-service will be effective immediately following the MRO verification of the positive test result with the employee.
 2. The Medical Department will contact the employee's supervisor by phone promptly for the employee's removal from service, and for scheduling the appropriate administrative action.
 3. The employee, the supervisor and the EAP Manager will be notified in writing of the employee's positive results.
- C. A positive result of a breath-Alcohol test is determined at the time of the test. The appropriate supervisor will make an effort to coordinate with the employee to arrange transportation to the employee's home or tie-up point. The supervisor will then notify the EAP Manager and the Medical Department to report the test, employee name, employee ID, and the actions taken.
- D. Employees refusing to participate in any federal or BNSF Railway Drug or Alcohol test will be removed from service immediately and disqualified from service for a period of at least nine (9) months, and subject to dismissal from BNSF Railway. A verified Adulterated Specimen or Substituted Specimen is considered a refusal to test. Possession of an adulterant, false urine sample, or device used to provide false urine samples is considered a refusal to test, whether discovered prior to or after testing.
- E. With the exceptions of refusing to test and adulterating a sample, all Alcohol and Drug violations are considered Level S violations. Drug and Alcohol violations will be considered with any and all existing violations on an individual's employment record for assessing appropriate discipline. For additional information on refusal or adulteration, refer to the Alcohol and Drug Testing Corporate Rule.

- F. As provided in the applicable collective bargaining agreement, a formal investigation will be conducted after any positive Alcohol or Drug test. Upon written notification of the investigation, an employee may also be offered, in writing, the option to waive such formal investigation. Waivers are available for first time Alcohol and Drug violations only, unless the employee has an active Level S violation at the time of the violation. The employee may exercise the waiver at any time prior to the investigation date specified in the written notification. If the employee elects to complete and sign the waiver, the employee is admitting to the violation and the violation will be recorded in the employee's personal record.
- G. Special Requirements for Certified Employees. FRA specifies additional restrictions and procedures regarding Alcohol and Drug use for Certified Employees in 49 CFR §§ 240.119 and 242.115. These restrictions include the following:
1. No person with an active substance abuse problem may hold a certification. A Certified Employee evaluated by a DAC and found to have an active substance abuse problem will be ineligible to hold a certificate during evaluation and any required primary treatment. This restriction applies to voluntary referral cases as well.
 2. No Certified Employee can return to work following a Drug or Alcohol violation, including violations identified through a qualifying co-worker report (as described below in paragraph I), until the evaluation and return-to-work procedures specified in the EAP and Return to Service Corporate Rule are successfully completed.
 3. After a federal breath-Alcohol test showing 0.04% or greater, a Certified Employee is ineligible to hold a certificate for nine (9) months. If the violation qualifies for handling exclusively under the coworker report procedures specified in the Violations Corporate Rule, the nine-month decertification period is waived.
 4. Following the second violation for using Controlled Substances on or off-duty, a Certified Employee is ineligible to hold a certificate for two (2) years. More than two such violations will render a Certified Employee ineligible to hold a certificate for five (5) years.
 5. A Certified Employee whose certification is suspended due to an Alcohol violation will be notified in writing of the suspension and the employee's right to a hearing, as specified in 49 CFR §§ 240.307 and 242.407.
- H. For discipline-related items, refer to the Policy for Employee Performance Accountability. This Policy can be found electronically on the BNSF Railway internal home page under the Policies tab.
- I. Co-Worker Report
1. BNSF Railway encourages employees to speak up about safety and exposures in our Approaching Others philosophy. Consistent with this philosophy, BNSF Railway seeks to foster employee participation in preventing violations of BNSF Railway's Use of Alcohol and Drugs Policy and encourage co-worker participation. An employee eligible for treatment under the provisions of this section may avoid discipline based on the co-worker report and maintain an employment relationship with BNSF Railway provided the employee fulfills all conditions outlined below.
 2. To qualify for handling under this section, the following conditions must exist:
 - a. The employee must be engaged in work covered by the Hours of Service Act;
 - b. The employee must have no prior Alcohol or Drug violations; and
 - c. The alleged violation must come to a BNSF Railway officer's attention exclusively as the result of a report by a coworker that:
 - i. An employee is apparently unsafe to work with; or
 - ii. An employee is or appeared to be in violation of BNSF Railway's Use of Alcohol and Drugs Policy.
 3. Upon receiving such a report, the BNSF Railway officer will investigate the report by holding a counseling session with the employee as follows:

- a. A BNSF Railway supervisor, trained in signs and symptoms of Alcohol and Drug abuse, will make a determination which may involve a federal Reasonable Suspicion test, whether a violation occurred and inform the employee of the specific allegations made. The name of the person making the report will not be revealed.
 - b. A BNSF Railway supervisor will inform the employee of the consequences of Alcohol or Drug abuse as provided in this Rule.
 - c. The supervisor will inform the employee of the services available through BNSF Railway's Employee Assistance Program and employee options under the co-worker report procedures as provided in this Rule.
 - d. The supervisor will ask the employee whether he or she wishes to work with the EAP Manager using the co-worker report procedures as provided in this Rule.
4. The employee may elect to waive the investigation for the rule violation and contact an EAP Manager to schedule an assessment by a DAC. The formal investigation will be canceled if the employee signs the waiver. The employee will be referred to the Employee Assistance Program for evaluation and treatment. If the employee executes the waiver, testing is not conducted.
- a. The employee must contact the EAP Manager within two (2) business days from accepting the waiver.
 - b. Within ten (10) business days of contacting the EAP Manager the employee must complete a DAC evaluation.
 - c. This process may be extended by the DAC to maximum of 20 business days if further evaluation is required.
 - d. If the DAC determines the employee is affected by psychological or chemical dependence or identifies a treatable mental or physical disorder involving the abuse of Alcohol or Drugs:
 - i. The employee will be granted medical leave of absence extending up to sixty (60) days, for initial treatment.
 - ii. The employee must agree to undertake and successfully complete a course of treatment deemed acceptable by the DAC.
 - iii. When the employee has established control over the substance abuse problem he or she will be returned to service on the recommendation of the DAC. Employees returning to service after taking advantage of Co-Worker Report process must complete federal Return-to-Duty testing and will be required to complete any Follow Up testing recommended by the DAC. This process may also require a successful return-to-service medical examination.
 - iv. Upon the employee's return to duty, he or she may be required to participate in a follow-up program. Follow-up Testing will include a minimum of six (6) tests within the first twelve months following the employee's return to service. Follow-up Testing for Certified Employees must include at least six (6) alcohol tests and six (6) drug tests within the first twelve months. Additional Follow-up Testing may be specified by the DAC for a maximum of five (5) years following the employee's return to service. The DAC may terminate the Follow-up Testing at any time after the initial tests required during the first twelve months have been administered.
 - v. If the employee refuses to participate in a recommended course of counseling or treatment, the provisions of the EAP and Return to Service Corporate Rule will apply.
5. If the DAC determines the employee is not affected by an identifiable and treatable mental or physical disorder, BNSF Railway will return the employee to service within five (5) business days after completion of the evaluation.
6. During or following the out-of-service period, BNSF Railway may require the employee to participate in a program of education and training concerning the effects of Alcohol and Drugs on occupational or transportation safety. If there has been a violation of federal regulations (49 CFR §§ 219.101 or 219.102) BNSF Railway will conduct federal Return-to-Duty and Follow-Up tests (as described in 49 CFR §

219.104) of an employee who waives an investigation and is determined to be ready return to service under 49 CFR § 219.405.

7. If the employee does not exercise the waiver, an investigation will be scheduled and proceed normally per applicable labor agreements.
8. If the employee does not exercise the waiver, and the BNSF Railway officer determines, through direct observation, that the employee exhibits signs or symptoms of Drug or Alcohol abuse, the employee will be immediately Alcohol or Drug tested using Reasonable Suspicion Testing procedures. The employee will be withheld from service pending the results of the test.

V. Related Policies and Corporate Rules

Use of Alcohol and Drugs Policy
Alcohol and Drug Testing Corporate Rule
EAP and Return to Service Corporate Rule
Violations Corporate Rule
Policy for Employee Performance Accountability

VI. Corporate Rule History

Effective Date:
Last Revised:

**Corporate Rule
EAP and Return to Service****I. Scope**

This Corporate Rule is applicable to all BNSF Railway employees.

II. Purpose

This Corporate Rule supplements the Use of Alcohol and Drugs Policy and provides further information on the requirements related to the Employee Assistance Program (EAP) and return to service after being removed for a violation related to the use of Alcohol or Drugs.

III. Definitions

Certified Employee: Refers to and applies to all employees subject to testing requirements under 49 CFR Part 219 (Control of Alcohol and Drug Use), Part 240 (Qualification and Certification of Locomotive Engineers) and Part 242 (Qualification and Certification of Conductors).

Drug and Alcohol Counselor (DAC): A person who meets the credentialing and qualification requirements of a Substance Abuse Professional (SAP), as provided in 49 CFR Part 40. For all federal tests, the DAC must be a qualified Substance Abuse Professional.

Substance Abuse Professional (SAP): As provided in 49 CFR Part 40, a person who evaluates employees who have violated a DOT Alcohol or Drug regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. SAPs must possess the required credentials and specific knowledge, receive training, and achieve a passing score on a qualifying examination. SAPs must also adhere to applicable continuing education requirements.

IV. Corporate Rule Requirements

- A. The Employee Assistance Program provides evaluation, counseling and support services to employees.
- B. Any employee having a first time violation of the Use of Alcohol and Drugs Policy will be removed from service and referred to an EAP Manager, either by the employee's supervisor or the Medical Department. After a Reasonable Suspicion test, an employee will be removed from service pending test results and EAP services will be available to the employee on a voluntary basis. If the Reasonable Suspicion test results are positive, the employee will remain out of service and must contact the EAP Manager as provided in this Rule.
- C. Upon removal from service, the employee must contact the EAP Manager within five (5) business days to schedule an evaluation. Otherwise, the employee is immediately subject to a formal discipline investigation for failure to follow instructions.
- D. The EAP Manager will provide the employee with DAC contact information. Employee must schedule and complete an initial, face-to-face DAC evaluation within ten (10) business days of receiving this information from the EAP Manager. Employee will pay expenses such as travel and DAC fees not covered by the employee's insurance plans. Failure to complete the initial, face-to-face DAC evaluation may subject the employee to discipline for failure to follow instructions.
- E. If the DAC determines the employee is not affected by an identifiable and treatable mental or physical disorder, the employee, upon recommendation from the EAP Manager and after passing a return-to-work Alcohol and Drug test, shall be returned to service within five (5) business days, subject to the limitations specified in the Violations Corporate Rule.
- F. Employees will be granted a leave of absence in accordance with BNSF Railway's applicable leave policies. If the DAC determines the employee is Alcohol or Drug dependent, the employee will be approved for a medical leave of absence extending up to sixty (60) days, for initial treatment.
- G. Employees may be required by the DAC or the EAP Manager to participate in education, treatment programs, and after-care before returning to work and during the Follow-up Testing period. Failure to complete treatment or education programs may subject the employee to discipline, including dismissal.

- H. After the employee has completed treatment, the DAC must re-evaluate the employee in person and establish an aftercare and follow-up Drug and Alcohol testing regimen to be implemented upon the employee's return to work. All Follow-up Testing will include a minimum of six (6) tests within the first twelve months following the employee's return-to-service. Follow-up Testing for Certified Employees must include at least six (6) alcohol tests and six (6) drug tests within the first twelve months. Additional Follow-up Testing may be specified DAC for a maximum of five (5) years following the employee's return to service. The DAC may terminate the Follow-up Testing at any time after the initial tests required during the first twelve months have been administered.
- I. When the Return-to-Duty test is negative, the employee may return to work with the approval of his or her supervisor, the EAP Manager, and the Medical Department, subject to the limitations specified in this Rule.
- J. If a Return-to-Duty or Follow-Up test is positive, the employee will be considered in violation of the Use of Alcohol and Drugs Policy.
- K. Voluntary EAP Enrollment
1. BNSF Railway strongly encourages employees to seek treatment for Alcohol and Drug abuse and addiction on their own volition before these problems manifest themselves in violations of the Use of Alcohol and Drugs Policy. Employees may elect to voluntarily enroll in BNSF Railway's Employee Assistance Program confidentially and without being subject to discipline. However, employees who voluntarily enroll but who leave or avoid treatment against medical advice or fail to comply with treatment instructions will be referred to the Medical Department for fitness for duty determination and may be required to complete treatment and post-treatment recommendations before they can return or remain at work.
 2. Employees are not limited regarding the number of times they can request voluntary enrollment. An employee may seek assistance by initiating direct contact with an EAP Manager during non-duty hours (i.e., at a time when the employee is off-duty/off property) or while unimpaired and otherwise in compliance with the Use of Alcohol and Drugs Policy. Employees will also be granted enrollment if an employee's supervisor, coworker, or representative of the employee's collective bargaining unit contacts the EAP Manager and subsequent interviews result in the employee's voluntary enrollment. Voluntary referral and subsequent handling, including counseling and treatment will be considered confidential, unless:
 - a. The employee at any time refuses to cooperate in a recommended course of counseling or treatment; or
 - b. After investigation, the employee is determined to have been involved in an Alcohol or Drug-related disciplinary offense.
 3. The Employee Assistance Program handles all voluntary enrollments confidentially, with an exception for Certified Employees.
 - a. With respect to a Certified Employee or a candidate for certification, per 49 CFR §§ 240.119(e) and 242.115(g) confidentiality is waived (to the extent that BNSF Railway shall receive from the EAP counselor official notice of the substance abuse disorder and shall suspend or revoke the certification, as appropriate) if the person at any time refuses to cooperate in a recommended course of counseling or treatment.
 4. Voluntary enrollment is not available under the following circumstances:
 - a. While an employee is under investigation or subject to discipline for a positive Alcohol or Drug test or violation of the Use of Alcohol and Drugs Policy.
 - b. After an employee is charged with an incident or rules violation associated with Alcohol or Drug use.
 - c. During the time when an employee has committed an act that may reasonably be subject to discipline under the Use of Alcohol and Drugs Policy, but no formal charge has been leveled.
 - d. Once an employee has been notified he or she will be tested for Alcohol or Drugs.
 - e. When the employee is under the influence of a Controlled Substance or Alcohol when on-duty or on BNSF Railway property.

5. If EAP contact results in the recommendation of evaluation by a DAC, the employee must complete the evaluation within ten (10) business days of initial EAP contact, or as directed by EAP. The EAP Manager will facilitate appointment scheduling. Employees will be granted a leave of absence in accordance with BNSF Railway's applicable leave policies.
 - a. Employees enrolling voluntarily in EAP are required to follow all specified treatment, education, and post-treatment instructions before fitness for duty is determined.
 - b. Employees will be returned to service in a timely manner upon the recommendation of the EAP Manager and fulfillment of Medical Department requirements.

V. Related Policies and Corporate Rules

Use of Alcohol and Drugs Policy
Violations Corporate Rule

VI. Corporate Rule History

Effective Date:
Last Revised:

**Procedures
Operation Stop****I. Peer Prevention Program**

BNSF Railway encourages employees to speak up about safety and exposures in our Approaching Others philosophy. Consistent with this philosophy, BNSF Railway continues to support the Operation Stop Program. Operation Stop began in 1984 as a grass roots effort comprised of concerned co-workers who believe in and promote a workplace free from the problems associated with the use and abuse of Alcohol and other Drugs.

II. Mission Statement

To promote a workplace that is free from the problems associated with the use of Alcohol and Drugs, thereby promoting a healthier lifestyle for our employees and reducing the incidence of workplace injuries.

III. The Goals of Operation Stop are to:

- Promote an Alcohol and Drug-free workplace
- Prevent employees from reporting to work under the influence of Alcohol or Drugs
- Save lives and jobs
- Engage in community outreach
- Engage in activities designed to promote awareness of the Operation Stop Program's mission statement
- Distribute educational materials
- Promote sensible alternatives instead of ignoring behaviors and risking consequences, including loss of job and physical harm
- Create a proactive, non-threatening support system for all employees who may be experiencing personal problems or issues
- Encourage healthy and safe behaviors
- Respect co-worker confidentiality

IV. Operation Stop Interventions *DO NOT*:

- Report any information back to management
- Place the employee in the discipline process
- Appear on the employee's personnel record

For additional information about the Operation Stop Program, locate a committee in your area or if your area has not formed an Operation Stop Committee, contact (800) 383-2327 to reach the Employee Assistance Manager for your Division.