



Tree Research & Education Endowment Fund Policy/Procedure Statement

Subject: Substance Abuse Policy

Policy No.: 13-BOD

1. To comply with the Drug-Free Workplace Act and to protect the safety of all our employees, the TREE Fund enforces a Substance Abuse Policy for Applicants and a Substance Abuse Policy for Employees.
2. Due to safety concerns, any position that requires an employee to drive a vehicle as part of their official TREE Fund duties is considered to be a safety sensitive position.
3. The following is a brief summary of policies with regard to drugs and alcohol:
 - a. TREE Fund employees may not engage in the unlawful or unauthorized manufacture, distribution, dispensation, solicitation, sale, purchase, transfer or possession of drugs or alcohol while on TREE Fund-paid time, on TREE Fund premises (including parking lots), or while otherwise engaged in activities for or on behalf of the TREE Fund
 - b. TREE Fund employees may not report for work or remain on duty after consuming alcohol in any amount and may not engage in any illegal or unauthorized use of drugs or inhalants at any time while on or off-duty.
4. Applicants
 - a. As a condition of employment, applicants must submit to pre-employment drug testing and must receive a negative test result.
5. New Employees
 - a. New employees will be required to undergo Drug Free Workplace Training during the new hire training process.
 - b. All new employees must sign the Drug Free Workplace Program Policy Acknowledgement which indicates that he or she understands the

policy and that he or she has attended the new hire Drug Free Workplace Program.

- i. This form will be kept on file.

6. Criminal Drug Conviction

- a. An employee must notify the TREE Fund if he or she is arrested or convicted of a criminal drug or alcohol offense that occurred in the workplace within five calendar days after arrest or conviction.

7. Reasonable suspicion testing

- a. Employees may be tested for drugs and/or alcohol by The TREE Fund when there is "reasonable suspicion," i.e., when The TREE Fund has reason to suspect that an employee has used or may have used drugs or alcohol in violation of the TREE Fund's Substance Abuse Policy.
 - i. An employee who is required to submit to reasonable suspicion testing will be suspended after the completion of the test, pending receipt of the test results. In addition, the TREE Fund reserves the right to evaluate the employee's conduct that triggered the drug and/or alcohol test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

8. Post Accident Testing

- a. The TREE Fund reserves the right to require a post-accident drug and/or alcohol test when an employee causes or contributes to a work-related accident.
 - i. A "work-related accident" means an accident which occurs while the employee is on the premises of the Company or at another work-site location, or is off-site while engaged in activities for or on behalf of the Company, or while the employee is operating a vehicle, including the employee's, for or on behalf of the Company.
- b. An employee who is required to submit to a post-accident test may be suspended after the completion of the test, depending on the circumstances of the accident.
 - i. In addition, the TREE Fund reserves the right to evaluate the employee's conduct that triggered the drug and/or alcohol test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

9. Prescription or Over-the-Counter Drugs

- a. Before reporting to work under the influence of prescription or over-the-counter medications that have or may have adverse side effects

(such as drowsiness or impaired reflexes, for example), and that may affect the employee's ability to do the essential functions of his/her position, an employee must advise his/her Supervisor that he/she is taking such medication on the advice of a physician, without identifying the medication or the reason for its use.

b. The Company will evaluate and respond to this information on a case-by-case basis.

i. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation, and/or an instruction that the employee not work until the restriction is removed.

10. Compliance

a. Compliance with the TREE Fund's Substance Abuse Policy is a condition of employment. Any employee who violates the Company's Substance Abuse Policy is subject to discipline, up to and including termination.

Issued by

Date revised:

Board Action (give date of vote) April 16, 2012

-or-

TREE Fund Chairman's Signature





-or-

President/CEO's Signature
