

Drug, Alcohol, and Substance Abuse Policy



Purpose

C&C Wind Energy Services recognizes that the use of legal recreational drugs, illicit drugs and the inappropriate use of alcohol and medications can adversely affect job performance, productivity, work environment, the well-being of employees, and potentially the communities in which we operate. It can also place the integrity and safety of C&C Wind Energy Services at risk. This Alcohol and Drug Abuse Program is intended to outline, in more detail, our standards and expectations for alcohol and drug use and to confirm C&C Wind Energy Services commitment to minimize the associated risk within our operations.

Definitions

C&C Wind Energy Services business refers to all business activities undertaken by employees in the course of C&C Wind Energy Services operations, whether conducted on or off of C&C Wind Energy Services premises.

C&C Wind Energy Services C&C Wind Energy Services premises includes but is not necessarily restricted to all land, facilities, mobile equipment, and vehicles owned, leased, or otherwise directly controlled by C&C Wind Energy Services for the purpose of conducting C&C Wind Energy Services business.

C&C Wind Energy Services worksite includes any client worksite to which employees and contract workers have been assigned for the purpose of conducting C&C Wind Energy Services business.

Contractor refers to any person or entity, including their employees or sub-contractors, which have been engaged to provide services to C&C Wind Energy Services.

Drug means any substance that when used has the potential to change or adversely affect the way a person thinks, feels, or acts. For the purposes of this program, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively, including the following:

1. Alcohol - means the intoxicating agent in alcoholic beverages.
2. Alcoholic Beverage - refers to beer, wine, rum, whiskey, spiked drinks, distilled spirits, and the like.
3. Illicit Drug - means any drug or substance that has been obtained illegally and which the use, sale, possession, purchase or transfer of is restricted or prohibited by local law.
4. Drug paraphernalia - refers to any equipment, product, or material that is modified for making, using, concealing, or facilitating the use of illicit drugs.
6. Medication - refers to a drug obtained legally, either over-the-counter or through a prescription.

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Employee includes all regular full-time, part-time, temporary, casual and fixed-term employees on the C&C Wind Energy Services payroll.

Fitness for Work/Duty, in the context of this program, means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of alcohol, illicit drugs, or medications.

“Program Administrator” is responsible for managing this program. This includes receiving and reviewing laboratory results generated by an employer’s drug test program and evaluating explanations for drug test results.

Program means the C&C Wind Energy Services Alcohol and Drug Abuse Program.

“Safety Sensitive Position” (SSP) is when individuals have a direct role in an operation where performance impacted by drugs or alcohol could result in:

- An incident affecting the health or safety of employees, contractors, the public, or the environment; or
- An inadequate response or failure to respond to an emergency or operational situation.

Scheduled On-Call refers to specific scheduling where an individual is assigned set times and dates that he/she can expect to be called into work. This excludes situations where an employee’s work responsibilities result in the possibility that he/she could be called unexpectedly at any time.

“Substance Abuse Professional or Substance Abuse Expert is an individual with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and drug related disorders.

An employee who violates this program may be referred to a professional for assessment if he/she has a potential disability.

Manager or Supervisor means the individual, including all those in supervisory positions, accountable for a particular facility, department, or worksite.

Scope and Application

C&C Wind Energy Services views the entire workforce as holding safety sensitive positions, as workers routinely perform a variety of inherently safety sensitive tasks and duties, throughout each day.

The following provisions apply to all employees while they are engaged in C&C Wind Energy Services business, working on C&C Wind Energy Services premises, C&C Wind Energy

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Services worksites, or operating C&C Wind Energy Services vehicles and equipment.

Violations of these provisions will result in corrective action up to and including termination of employment.

Contractors will be advised of and expected to enforce the applicable provisions of this program for their employees, sub-contractors, and agents. Any contravention will be considered a breach of their contract.

This program may be enhanced by any facility, project, or worksite when there is good reason for more stringent standards. Proposed enhancements must be supported by documented justification, and approved by C&C Wind Energy Services, prior to implementation. Enhancement could be considered due to differences in jurisdictional legislation, significant hazards, or location-specific cultural and community expectations.

Standards

Workers are expected to comply with the following standards, report fit for duty, and remain fit for duty throughout the workday. Failure to comply is grounds for corrective action as outlined in the Employee Code of Conduct. It is the responsibility of an employee to decline, a call to perform unscheduled services, while under the influence of drugs or alcohol that could impact safe operations or breach this program.

Illicit drugs: The following are prohibited while completing C&C Wind Energy Services business or while on their premises or worksites:

1. The use, possession, distribution, offering, or sale of illicit drugs or drug paraphernalia;
2. The unauthorized possession of prescribed medications without a legally obtained prescription;
3. The unauthorized distribution, offering, or sale of prescription medications (trafficking);
4. Reporting for work under the influence of illicit drugs; and
5. The presence of illicit drugs in the body as determined through the testing program.

Alcohol / Cannabis Products: Workers are permitted to use alcohol / Cannabis Products responsibly, according to state (or Provincial) and federal laws, outside of working hours and when the employee has left the working location at the completion of each day. Employees shall remain able to report for work, on their next assigned shift, fit-for-duty, and in compliance with the standards set forth in this policy. No alcohol or drugs are allowed in the company vehicle, on any job site.

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The following are prohibited:

1. The use, distribution or sale of alcoholic beverages on all C&C Wind Energy Services premises or worksites with the exceptions noted below;
2. The possession of open containers of alcoholic beverages or drugs on all C&C Wind Energy Services premises or worksites with the exceptions noted below;
3. The use of alcohol within the first eight hours after an incident or until tested or advised by C&C Wind Energy Services that a test is not required.

Alcohol standards are subject to the following exemptions:

Sealed containers of alcohol may be stored in vehicles parked on C&C Wind Energy Services premises provided it is locked in the trunk of the vehicle or otherwise appropriately secured; Sealed containers of alcohol may be transported or stored in vehicles provided, assigned, or subsidized by C&C Wind Energy Services when not being used for C&C Wind Energy Services business, provided it is locked in the trunk or tool cabinet of the vehicle or otherwise appropriately secured;

Medications: Workers are expected to responsibly use prescribed and over-the-counter medications. The intentional misuse of medication, while on C&C Wind Energy Services business, premises, or worksites, is prohibited.

Over-The-Counter Medication: Any employee who is utilizing a medication where a prescription is not required or is otherwise considered "over-the-counter", is required to notify their supervisor or manager if the medication could potentially impair his / her ability to work in a safe manner.

Prescription Medication: Any employee who is prescribed a medication through a medical professional is required to notify their supervisor or manager if the medication could potentially impair his / her ability to work in a safe manner.

Workers are expected to:

- Investigate whether a medication can affect safe operation.
- Take appropriate action to minimize safety risk by advising management of any need for modified duties if the medication will affect their ability to operate safely.
- Report any requirement for work modifications, and follow any recommended course of action including temporary reassignment or leave as necessary.

C&C Wind Energy Services reserves the right to confirm the extent and duration of modified work requirements, with the treating physician, provided there is no breach in HIPA laws.

Prevention, Assistance, Rehabilitation, and Aftercare Prevention:

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This program stresses the importance of prevention and early identification of potential situations. Workers are encouraged to contact their personal physician or appropriate community services for help with an alcohol, drug, or any other problem that may affect work performance.

Assessment/Rehabilitation: C&C Wind Energy Services recognizes that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a drug or alcohol problem are encouraged to seek advice and get treatment promptly.

Workers that voluntarily seek help with an alcohol or drug problem will not be subject to corrective action. However, Workers must get help before they are notified of testing or prior to engaging in activities that may lead to discipline. Getting help or admitting a problem doesn't mean that work performance levels can drop. Discipline cannot be avoided by disclosing that an individual is already in a treatment program.

Aftercare: Workers who complete primary treatment as a result of a performance-related referral will be required to participate in an aftercare program. They will be expected to enter into a written agreement which will outline the conditions governing their return to the job and the consequences for failing to meet those conditions.

Confidentiality will be maintained except when limited disclosure is necessary because of a potential risk to self, others, or C&C Wind Energy Services. Disclosed information is strictly limited to that which is necessary for functionality. This is shared only with management to determine fitness for work, appropriate work accommodation, and/or work re-entry initiatives.

Investigation Procedures

In all situations when there are grounds to believe a worker is unfit to be on C&C Wind Energy Services premises or worksites, responsible escort procedures will be followed. The worker will be escorted to a safe place, interviewed, and given an opportunity to explain why he/she appears to be in a condition unfit for duty. If the Manager conducting the interview still believes the worker is in a condition unfit for normal duty, and after consultation and agreement of a second Manager, he/she may take the following actions:

- Refer the worker for medical attention if there are immediate medical concerns;
- Refer the worker for an alcohol and drug test if there are reasonable grounds to believe alcohol or drug use may be a factor in the situation and/or

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- Provide transportation and escort to the collection site or hospital/clinic, depending on the circumstances, and then provide transportation to his/her place of residence or the care of another adult person.

The worker may be temporarily removed from his/her duties or reassigned pending completion of any investigation. Depending on the test result, a fitness for duty assessment may also be required before allowing the employee to return to work.

Responsible escort procedures will be set up at each facility and worksite to address all situations where there are grounds to believe someone is unfit on C&C Wind Energy Services premises or worksites, including a worker, contract worker, or visitor.

Alcohol and Drug Testing

All workers will be subject to testing in accordance with the written procedures, and federal, state, and local legislation.

Pre-Employment Drug Screening – All Employees will be subjected to a pre-employment drug & alcohol screening procedure prior to beginning work on any C&C Wind Energy Services premises, construction site, or any other facility.

Random Drug & Alcohol Screening – C&C Wind Energy Services reserves the right to conduct drug & alcohol screening to a randomly selected sample of employees at pre-determined intervals throughout the duration of employment.

Reasonable Cause - Testing will take place whenever C&C Wind Energy Services has reasonable grounds to believe that the actions, appearance, or conduct, of an on-duty worker indicate the use of drugs or alcohol. The decision to test shall be made by a Supervisor or Manager, with the concurrence of a second Manager. The referral for a test will be based on specific personal observations of indicators such as:

- Observed use of a substance:
- Evidence of use of a substance (e.g. smell of alcohol, or cannabis)
- Erratic or atypical behavior of the employee (including slurred speech, dozing off, lack of awareness, etc.);
- Complaint from one or more co-workers about an individual based on their observation of the person.

Post Incident: Alcohol and drug testing may be required after a significant work-related incident as part of a full investigation. The decision to test shall be made by a Supervisor or Manager, with the concurrence of a second Manager (or) as directed by a client of C&C Wind Energy Services when contractual obligations have been agreed upon.

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A significant incident is defined as a situation that:

1. Causes the fatality of any person where the employee was directly involved
2. Requires medical attention (or) causes restricted work or results in a lost time claim
3. Incurs significant loss or damage to any property, equipment, or vehicles

Return to Duty – Post Violation: In those situations where employment is continued after a program violation, individuals may be required to pass a return to duty test and may be subject to unannounced testing for a minimum of two (2) years.

Return to Duty – Post Treatment: Any worker assuming duties after primary treatment for an alcohol or drug problem which resulted from a performance-related incident will be required to pass a return to duty test. In addition, he/she will be subject to unannounced testing with a case- specific program designed to support his/her ongoing recovery.

Failure to Test: The following are violations of this program:

1. Failure to report directly for a test,
2. Refusal to submit to a test, dependent on Federal, state, and Local legislation
3. A confirmed attempt to tamper with a test sample.

The violation of failure to test, refusal to test, or tampering with a test sample, could result in termination of employment, subject to an appropriate investigation into the circumstance of the violation.

Documentation: A reasonable cause checklist and documentation form and/or a post incident documentation form must be completed as soon as possible in any test referral situation.

Possession of Alcohol or Drugs

C&C Wind Energy Services reserves the right to investigate any situation where there are reasonable grounds to believe that alcohol or drugs (legal, or illegal) are present on C&C Wind Energy Services premises, in violation of this program.

Supervisor and Managers are responsible for identifying situations where a search is justified. Indicators include behavior, odor, or presence of drug paraphernalia, or a complaint from one or more co-workers. The supervisor will be responsible for advising his/her Manager of the situation who, in consultation with a second Manager, will make the decision as to whether to initiate a search.

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Loss of License / Impaired Driving Charge

All workers who operate a motor vehicle on behalf of C&C Wind Energy Services are required to maintain a valid driver's license. Any loss of license must be reported to the Director of Operations, and the worker will no longer be qualified to drive on behalf of C&C Wind Energy Services.

Workers must inform their Operations Manager immediately after being charged with an impaired driving offence, when driving on behalf of C&C Wind Energy Services. Impaired driving would include, but would not be restricted to, having a blood alcohol level over the legal Blood Alcohol level in that jurisdiction, driving while impaired, or refusal to provide a sample for analysis.

In these circumstances, receipt of a charge is a violation of this Program. Failure to report the charge will be grounds for corrective action.

Consequences of a Policy Violation

General Procedures: Any violation of this program will result in corrective action. In all situations, an investigation will be conducted and documented to verify that a program violation has occurred. Management has the authority and discretion to suspend any employee who is believed to be involved in an incident that could lead to corrective action pending the results of the investigation.

Conditions of Continued Employment:

Should C&C Wind Energy Services determine that employment will be continued, the worker will be required to enter into a written agreement governing his/her continued employment. This may require any or all of the following action:

1. Temporary removal from his or her position,
2. Assessment by a Medical Professional to determine the need for a structured treatment program,
3. Adherence to any recommended treatment, monitoring, and aftercare program,
4. Maintenance of sobriety and satisfactory performance on return to duty,
5. Successful completion of a return to duty test,
6. Ongoing unannounced testing for a predetermined period,
7. No further violations of the program, and
8. Any other conditions appropriate to the situation.
9. Failure to meet the requirement of the agreement during the monitoring period will be grounds for termination of employment.

Off-Duty Situations: in addition to the above, C&C Wind Energy Services will investigate any situation where actions off the job involving alcohol or drugs may have direct implications for the workplace, and will take appropriate action under the circumstances.

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Responsibilities

Employees will:

1. Read and understand the program and their responsibilities under it.
2. Report fit-for-duty for any and all scheduled assignments and remain fit-for-duty while on C&C Wind Energy Services business and premises.
3. Seek advice and follow appropriate treatment if they have a current or emerging problem.
4. Follow recommended monitoring programs after obtaining treatment.
5. Co-operate with any work modification related to health and safety concerns.
6. Intervene as appropriate to encourage a co-worker to access assistance before an alcohol or drug problem impacts performance or safety.
7. Co-operate with the implementation of this program and with an investigation into a violation of this program, including any request to participate in the testing program as required under this program.

Employees are encouraged to look out for other employees, Contractors, or visitors in terms of fit-for-duty and to take appropriate action to ensure no individual remains in an unfit condition on C&C Wind Energy Services premises or worksites.

Supervisor/Managers will:

1. Actively engage in training activities.
2. Understand this program and all facets of implementation.
3. Apply this Program in a consistent manner.
4. Ensure ongoing performance management.
5. Guide workers who seek assistance for a problem to appropriate resources while maintaining confidentiality as appropriate.
6. Take appropriate steps to investigate any violation of the standards of this

Program.

7. Make referrals for an alcohol and drug test in a post incident or reasonable cause situation.
8. Monitor Program compliance of contract workers.

C&C Wind Energy Services, in support of this Program has designated its Health and Safety Consultant as its program administrator who will:

1. Resolve any questions regarding the interpretation of this Program.
2. Support Supervisor/Managers in meeting their responsibilities.
3. Coordinate development and delivery of worker education and training programs.
4. Support and assist any employee who seeks assistance with a problem.
5. Assist management:
6. In conjunction with any investigation or meeting,
7. In the development of any performance improvement plan, and
8. In the determination and administration of any corrective action.

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9. Oversee implementation of modified work, return to work agreements, or similar accommodation situations.
10. Conduct the alcohol and drug test program.
11. Maintain and update this Program as necessary.

This Program is subject to ongoing review and evaluation. Modifications will be made as necessary to respond to current circumstances and evolving needs using the normal C&C Wind Energy Services process for policy change.

Alcohol and Drug Testing Procedures

Sample collection, testing and reporting of results will be conducted in accordance with standards established by the U.S. Department of Health and Human Services in order to ensure the accuracy and integrity of results.

The following procedures will be followed:

1. Testing will be conducted by a qualified professional, as outlined under this Policy, to determine the presence of cannabinoids, amphetamine/methamphetamine, cocaine, opiates, phencyclidine, and alcohol. The testing will not include testing for other substances or medical conditions except on the advice of a medical professional.
2. A calibrated Breathalyzer with printed test results will be administered by a qualified professional for each alcohol test. Only when a breath analyzer is not readily available will alcohol testing be done with a saliva strip and urine sample for analysis in the laboratory.
3. Collection of urine samples and administration of alcohol tests will be performed by qualified professionals at designated collection sites. In post incident and reasonable cause situations, samples will be collected as soon as possible after the triggering incident.
4. All tested workers are required to sign a form acknowledging the accuracy of the employee and information and authenticity of the sample(s). The worker will be given a copy of the Drug Test Custody and Control Form and the Breath Alcohol Testing Form provided by the testing agency
6. Urine samples will be analyzed by a fully qualified and accredited laboratory using an approved process