

## **VERMONT ADDENDUM**

As this addendum explains, the Company will administer its Drug and Alcohol Policy in accordance with Vermont law. Specifically, the Company will ensure that:

- Employees shall not be subject to on-site testing;
- Applicants are subject to pre-employment drug testing only if: (1) the applicant has been given a conditional offer of employment; (2) the applicant has received written notice of the Company's testing procedures, the drugs to be tested, and that therapeutic levels of prescription drugs will not be reported;
- Employees are subject to post-accident drug and/or alcohol testing only if the Company has probable cause to believe that they are using or are under the influence of drugs or alcohol on the job;
- Employees shall not be subject to random drug and/or alcohol testing unless such testing is required by federal law;
- Applicants and employees subject to drug testing shall have the opportunity, at their request and expense, to have blood samples drawn at the time their urine specimens are provided, which will be preserved in such a way that they can be tested later for the presence of drugs;
- The MRO shall provide applicants and employees with copies of their test results, which includes the name or other unique identifier of the person tested, the type of test(s) conducted, the results of each test, the detection levels for both the initial screen and confirmation tests, the name and address of the laboratory, and any other information provided by the laboratory concerning the applicant's and employee's tests;
- Applicants and employees are notified, through this addendum, that over-the-counter medications and other substances may result in positive test results;
- Any positive sample will be preserved in a condition that will permit accurate retesting for a period of not less than ninety (90) days after the applicant or employee tested received the result;
- Applicants and employees who have a positive test result shall have an opportunity to have a portion of their specimen retested at an independent laboratory at their expense;

- The first time an employee tests positive for drugs or alcohol, he/she will be immediately removed from his/her job functions and must participate in and successfully complete a drug and/or alcohol rehabilitation program. Failure to participate in and successfully complete the drug and/or alcohol rehabilitation program will result in termination. In addition, an employee may be suspended for up to three (3) months so that he/she can complete the drug and/or alcohol rehabilitation program. Employees who subsequently test positive for drugs and/or alcohol, or who otherwise violate this policy, will be subject to appropriate disciplinary action up to and including termination of employment; and
- Information about drug and alcohol test results must be kept confidential, and should be released to a third party only pursuant to a written consent form signed voluntarily by the person tested or where compelled by a court of competent jurisdiction in connection with an action brought under the drug testing statute.