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CASCADE WOOD PRODUCTS, INC.
Drug and Alcohol Policy

PURPOSE

Cascade Wood Products, Inc. has a strong commitment to our employees, customers, and the community to provide a drug and alcohol-free working environment. Employees are expected to be in a suitable mental and physical condition to perform their assigned job duties satisfactorily at all times. In addition, the company has an obligation to its employees, and those who come into contact with our plant, to ensure safe working conditions. To meet that obligation and to further our commitment to promote high standards of employee performance, productivity, health, safety, and reliability, the company has established this policy.

The company's focus is to help those employees seeking treatment and rehabilitation.

SCOPE

This policy covers all applicants for employment and all hourly paid and salaried employees of Cascade Wood Products, Inc.

POLICY

The company requires you to report to work in a condition that will permit you to do your duties safely and efficiently. The company recognizes that an employee's off-the-job and on-the-job involvement with alcohol or drugs can have an impact on the work environment.

The following information clearly outlines the company's position regarding the use or possession of alcohol, drugs, or drug paraphernalia on the job.

- A. Employees shall not
 - 1. Report for work with any detectable level of alcohol or controlled substance, intoxicant, or illegal drug in their system;
 - 2. Engage in the unauthorized use of any alcohol or illegal drug on company premises or on company time, including rest and lunch periods.
 - 3. Possess or attempt to distribute, sell, obtain, manufacture, transfer, share, or receive any alcohol, controlled substance (drugs), or any other substances that impair job performance or pose a hazard to the safety and welfare both of the employee or all other employees, including drug paraphernalia or alcohol

containers, on company premises or on company time. Violation of this rule will result in disciplinary action, up to and including termination.

B. Medically Authorized (Prescription) Drugs and Over-the-counter Drugs

Employees must report the use of medically authorized (prescription) drugs that can impair job performance to their immediate supervisor. Also, each employee must provide proper authorization from a physician to work while using such authorized drugs. It is the employee's responsibility to ask the physician if the prescribed drug would impair job performance.

Some over-the-counter drugs may also impair job performance. Please read the directions carefully. Employees must report the use of over-the-counter drugs that can impair job performance to their immediate supervisor. The company may require a physician's written excuse from any employee claiming to need time off for medical reasons or because they are taking an over-the-counter drug that impairs performance or safety.

All medically authorized and over-the-counter drugs must be in their original container.

Abuse of medically authorized or over-the-counter drugs is a violation of this policy

C. Violation of Policy

Employees who violate the drug and alcohol policy shall be subject to disciplinary action, up to and including termination.

EMPLOYEE ASSISTANCE

The company will give the same consideration to persons with chemical dependency problems as we do to employees who have other health problems. Cascade Wood Products, Inc., believes that employees should have an opportunity to seek treatment for a substance abuse problem. Seeking help will not jeopardize an employee's job. Continued job performance, attendance or behavioral problems will jeopardize an employee's job. Employees may contact their immediate supervisor for more information. All inquiries will be kept confidential. We encourage employees needing help to contact their immediate supervisor before drug or alcohol problems jeopardize their employment.

Employees who feel they may need assistance can also call the HELPLINE provided by the Oregon Council on Alcoholism and Drug Addiction. The HELPLINE provides confidential 24-hour information and referral. The telephone number of the HELPLINE is 1-800-621-1646.

DRUG AND ALCOHOL TESTING

The company has established the following procedure for the testing of drug and alcohol use among its employees and applicants for employment.

This procedure has been adopted to support our drug policy which prohibits reporting to work with any detectable level of controlled substances, and the unauthorized use or consumption of alcohol or illegal drugs on Company premises or Company time. The company believes a testing program also supports our requirement to have a work place that is safe for employees and visitors and allows employees to perform to their full potential. In addition it assists us in protecting the Company from liability and in protecting the company's assets. Upon request the employee or applicant shall submit a usable specimen. The specimen must meet the standards of the company, for integrity and specific gravity. Failure to submit an acceptable specimen will be grounds for termination, or withdrawal of the offer for employment.

The company has the right to require drug and/or alcohol testing in any of the following situations, utilizing the services of a licensed laboratory.

A. Applicants for Employment

All finalist applicants who have a contingent offer of employment will be required to submit to a urine analysis. If the test is positive, the offer will be withdrawn. The applicant may reapply after six (6) months.

B. Accidents

Any accidents involving property damage, physical injury, or near miss may be cause for an employee to be asked to submit to a blood, breathalyzer, swab, and/or urine test.

C. Suspicion

Observable changes in employee performance, appearance, behavior, speech, etc., can provide suspicion of the presence of drugs or alcohol. These changes can be grounds for requiring a fitness for duty evaluation involving blood, breathalyzer, and urine sample testing. Such basis for suspicion can include, but is not limited to:

- Absenteeism or excessive tardiness;
- Declining work performance;
- Examples of suspect behavior include, but are not limited to the following: stumbling, slurred or incoherent speech, apparent confusion in orientation, emotional outbursts, unexplained changes in behavior,

inability to do normal job tasks, the unsafe handling of equipment or tools, or the actual observation of behavior such as drinking alcohol or using another drug.

D. Periodic Unannounced and Random Testing

The company will require employees to submit to periodic unannounced urine analysis. This may be for all employees at the plant site selected by shift, by department, or by any other method chosen by the company. The company also reserves the right to test employees on a random basis.

E. Fitness for Duty

When there is suspicion, the employee is not to return to work until fitness for duty is established. This time will be treated as a suspension pending the outcome of the testing. Absent any other concurrent disciplinary action, the employee will be paid for the time lost from work if the results are negative.

F. Positive Test

If the test is positive, the employee may be referred to a certified drug and alcohol treatment center in lieu of discipline on the first occasion. The following procedure will apply:

1. All “positive” tests will be subjected to a secondary, confirmatory test (on the same sample) using a gas chromatography/mass spectrometry test or a superior or equally reliable test if one is available;
2. If the test is positive the employee will have the opportunity to either sign a “Last Chance Agreement” and seek treatment, or sever their employment relationship with Cascade Wood Products.
3. The employee who chooses rehabilitation will be expected to meet with an accredited professional drug/alcohol counselor. This counselor will assess the nature and severity of the employee’s problem and establish a treatment program. Failure to complete the program or to cooperate with the drug/alcohol counselor is considered a breach of the “Last Chance Agreement” and will result in immediate termination;
4. When an employee who is under a “Last Chance Agreement” tests positive for alcohol or drug use, the employee will be terminated. (Only one “Last Chance Agreement” is permitted; a second positive test will result in immediate termination.) The employee also may be terminated for any other violation of a “Last Chance

Agreement,” as determined by the company or the certified drug and alcohol counselor, apart from a positive test result;

5. Medical benefits may cover some costs for this treatment. Any costs accrued that are not covered by insurance are the sole responsibility of the employee.

G. Appeal Procedure

The employee or applicant, at his/her expense will have the opportunity to have a licensed testing facility test the same sample submitted to the original test facility. Accepted chain of custody procedures must be followed. The test facility must meet all standards set by the Federal health agencies for laboratory performance, using certified medical technologists and technicians. An employee may request the independent test by notifying their immediate supervisor, in writing, within thirty (30) calendar days after the day the employee is informed of the test results. The test result will be kept confidential and will be available only to designated employer representatives.

H. Refusal to Test

The company may terminate an employee who refuses to submit to blood, breathalyzer, or urine sample testing under the conditions described in this Policy.

I. Confidentiality

The results and records of alcohol and drug testing are to be considered confidential and are not to be discussed or shared with anyone who does not need to know. Also, a manager must not discuss the suspected reason for a referral with anyone who does not need to know. These records shall not become part of an employee's personnel file.

J. Testing Samples

Samples obtained for drug and alcohol testing will be collected at a local medical facility, or by a professional drug screening service at the work sight. Laboratory and confirmatory testing on samples will be done by a licensed testing facility. Employees and applicants may request the name and address of these facilities by contacting the Human Resource Manager.

SEARCHES

The company reserves the right to inspect and/or search all company property for intoxicating liquor, illegal or controlled substances, or any other substances that may impair job performance. Refusal to submit to any such inspection or refusal to cooperate in any investigation is insubordination. Such refusal will subject the employee to disciplinary action up to and including immediate termination. The company will contact local law enforcement officials if controlled substances are found on company property.

EMPLOYEE RESPONSIBILITY

It is the responsibility of all employees to:

1. Abide by this policy;
2. Seek assistance if you have a substance abuse problem;
3. Encourage other employees to seek assistance;
4. Report the use, possession, impairment, sale or trafficking of drugs or alcohol while engaged in company business.

OTHER CONDITIONS

Any employee tampering with, substitution, or altering a drug or alcohol screening test will be subject to immediate termination. An applicant engaging in the above conduct will be disqualified for employment.

All employees are required to cooperate fully in any investigations resulting from this policy.

Employees are obligated to be honest. Any criminal conduct on company time or business will result in immediate termination of employment.

The company reserves the right to decide whether suspicion exists, the level of discipline to be applied, and whether an employee should be given the opportunity to participate in a drug and/or alcohol treatment program. The company may amend this policy at any time.

MISCONDUCT AWAY FROM THE WORKPLACE

The company wishes to maintain an excellent reputation in the business and local community. We have a policy against employee misconduct that damages the company's reputation or an employee's working relationship with the company. This includes misconduct both at work and away from the workplace. Company policy requires all employees to report drug and alcohol related arrests and convictions within five days of

the occurrence. Violation of this policy will result in disciplinary action up to and including discharge from employment.

DEFINITIONS

For the purpose of this policy, the following definitions are provided:

- “Presence” is ANY DETECTABLE LEVEL of alcohol or drugs in an employee’s blood or urine as determined by the testing agency and company;
- “Controlled Substances” are all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use or possession is prohibited by law.
- “Over-the-counter Drugs” are those that are generally available without prescription from a medical doctor and are limited to those drugs that can impair the judgment of an employee to safely fulfill his/her duties;
- “Medically Authorized (Prescription) Drugs” are those drugs that are used during medical treatment and have been prescribed and authorized for use by a licensed physician, practitioner, or dentist;
- “Drug Paraphernalia” are any items that are used for the administering or storing of prohibited drugs.

CASCADE WOOD PRODUCTS, INC.
CONSENT TO DRUG AND ALCOHOL TESTING

The primary purpose of drug and alcohol testing is to help establish and maintain a drug and alcohol-free work environment. In addition, Cascade Wood Products, Inc., wants to ensure that public safety and personal safety of employees is not endangered because of drug and/or alcohol use by employees. To do this, we have adopted a “Drug and Alcohol Policy” that requires drug and alcohol testing underspecified circumstances.

By my signature below, I acknowledge that I have received and have read the “Drug and Alcohol Policy” of Cascade Wood Products, Inc. I agree to abide by the terms and conditions of this “Policy” as they now exist or may be amended in the future. I agree and consent to the drug and/or alcohol testing as required by this “Policy.” Further, I acknowledge that my continued employment is contingent upon my compliance with this “Policy.”

EMPLOYEE SIGNATURE _____

PRINTED NAME OF EMPLOYEE _____

DATE _____

LAST CHANCE AGREEMENT

I, _____, understand that my continued employment with Cascade Wood Products, Inc. is based upon and constrained by the following terms:

1. I must contact the representative of the Employee Assistance Program (EAP) or other designated treatment facility within forty-eight hours for assessment and treatment recommendation.
2. I must accept the terms of the recommended treatment program. If applicable to the treatment program, I will ensure the participation of family members.
3. I must cooperate fully with the treatment program counselor, including submitting to any required drug and alcohol tests. In addition, I shall provide authorization for any treatment agency, counselor or physician to release information regarding my treatment, progress, and compliance with the treatment program to Cascade Wood Products, Inc.
4. I must comply with all the requirements of the treatment program, including attending any and all meetings or counseling sessions. I shall complete the treatment program to the full satisfaction of the treatment agency and cascade wood products, Inc.
5. I must submit to additional periodic random testing for drugs and/or alcohol at the company's discretion for the next twenty four months or 4000 hours worked, whichever is greater.
6. I acknowledge that the nature of my abuse problem requires close supervision by Cascade Wood Products, Inc. I accept this supervision with the understanding that it is a necessary part of the recover process.
7. I understand that any time I am on suspension or absent during my discipline and treatment, my vacation and other benefits are adjusted the same as if I were on layoff.
8. I understand that at the end of the period covered by this Last Chance Agreement, Cascade Wood Products, Inc. will judge whether to release me from this Agreement, modify it, or continue it. This decision will be based on treatment compliance and an evaluation of work performance.
9. Continue compliance with Cascade Wood Products, Inc. Drug and Alcohol policy.
10. Additional terms:

I understand and agree that my continued employment is contingent upon my meeting satisfactorily all the above terms of this condition of employment. My failure to do so relinquishes all defense on my part and subjects me to immediate termination of my employment with the company.

Employee's signature

Date

Company's Signature

Date