

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
Portland, Oregon

Resolution No. 19

Approving the adoption of Policy Statement No. 10-1, titled "Policy on Alcohol and Drugs in the Workplace", dated July 12, 1988.

The Metropolitan Exposition-Recreation Commission finds:

1. That the Metropolitan Exposition-Recreation Commission has a strong commitment to its employees to provide a safe work environment and to promote high standards of employee health, and
2. That while the Metropolitan Exposition-Recreation Commission has no intention of interfering with the private lives of its employees, the Commission expects employees to report to work in a condition to perform their duties in a safe, effective, and efficient manner, and
3. That the Metropolitan Exposition-Recreation Commission recognizes that the employee off-the-job, as well as on-the-job, involvement with drugs and alcohol can have an impact on the workplace and may present a substantial risk to the employee who is using alcohol and illegal drugs on the job or to the employee who is using alcohol and illegal drugs on the job or to the employee's coworkers or patrons of the Metropolitan Exposition-Recreation Commission facilities.

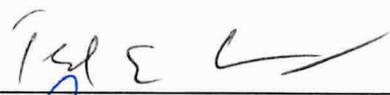
Be It Therefore Resolved:

1. That the Commission's goal is to establish and maintain a work environment that is free from the effects of alcohol and drug abuse.
2. That Policy Statement No. 10-1, titled "Policy on Alcohol and Drugs in the Workplace", dated July 12, 1988, is hereby adopted to implement stated goal.

Passed by the Commission on July 12, 1988.

Approved as to form:

  
\_\_\_\_\_  
Metro General Counsel

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary/Treasurer

METROPOLITAN EXPOSITION-RECREATION COMMISSION  
POLICY STATEMENT

SUBJECT: POLICY ON ALCOHOL AND DRUGS IN THE WORKPLACE

No.: 10-1

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Drug abuse, once confined to a small segment of the population, is now a growing national problem, found in every part of society and spreading to every industry and occupation. Recent government-sponsored studies estimate that drug use each year costs the American economy billions of dollars in lost productivity, increased rates of employee absenteeism, poor performance, on-the-job injuries, higher medical costs and rising thefts.

The Metropolitan Exposition-Recreation Commission has always had a strong commitment to its employees to provide a safe work environment and to promote high standards of employee health. Consistent with the spirit and intent of this commitment, we have established this policy on drug and alcohol use. Our goal is to establish and maintain a work environment that is completely free from the effects on employees of alcohol and drug use.

Drug and alcohol abuse is a threat to us all. It threatens your safety on the job. It threatens your job security. If you are yourself a drug or alcohol abuser, it threatens your right to a healthy, productive and rewarding life. It also threatens the safety of our customers and the public.

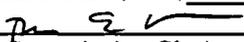
This Metropolitan Exposition-Recreation Commission policy is our attempt to combat each of these threats, by eliminating substance abuse from our facilities.

While we have no intention of interfering with the private lives of our employees, we expect employees to report to work in a condition to perform their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial danger to that employee, to his coworkers, and to others. An employee's "privacy" right or his right to his "personal life" does not mean that he has the "right" to endanger himself or his coworkers by working under the influence of drugs or alcohol.

A. METROPOLITAN EXPOSITION-RECREATION COMMISSION ASSISTANCE.

We recognize that alcohol and drug use in some situations may be a sign of chemical dependency, and that some employees with alcohol and drug problems

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Authorized:   
Commission Chairman

be successfully treated. On employee request, and BEFORE a drug or alcohol related job misconduct incident or other violation of this policy, we will help such employees identify drug or alcohol-related problems and obtain appropriate treatment.

An employee who believes that he/she has a problem involving the use of alcohol or drugs can ask the supervisor or a member of the personnel department for confidential assistance. No discipline or discrimination will result from an employee asking for such assistance, although a "reentry" or performance contract will be required of an employee once the problems have been identified or assessed and a treatment program started. Failure to sign or to live up to the performance contract or treatment program obligations will be grounds for discipline, including termination.

We will work with the employee to identify all Metropolitan Exposition-Recreation Commission and, if applicable, union benefits and benefit programs that may be available to help deal with the problem, such as leaves of absence, sick pay, short-term or long-term disability pay, and health insurance. Any continuing rehabilitation treatment will be a shared financial responsibility of the Metropolitan Exposition-Recreation Commission, through its existing benefits package, and the employee. The request for assistance and any later treatment program will be kept as confidential as possible under all the factual circumstances.

Although we recognize that alcohol and drug abuse can sometimes be successfully treated and we are willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek such assistance BEFORE drug or alcohol problems lead to on-the-job safety or misconduct incidents, or violations of this policy and to corresponding disciplinary action. AFTER a violation of our policy occurs, or AFTER a drug- or alcohol-related accident, an employee's willingness to seek Metropolitan Exposition-Recreation Commission or outside assistance will NOT "excuse" the violation and generally will have no bearing on the determination of an appropriate penalty.

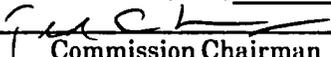
In other words, if you violate Commission policy by job-related use of alcohol or drugs, thus endangering yourself or other employees, you will not be allowed afterwards to enter a treatment program and avoid discipline or penalty. You will be disciplined, including termination, in an appropriate instance.

## B. PROHIBITED CONDUCT.

### 1. Alcohol.

The possession, transfer, offering, consumption or being under the influence of any intoxicating liquor while on Metropolitan Exposition-Recreation Commission property or in other circumstances we believe will adversely affect our operations or safety, will generally result in immediate termination.

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Authorized:   
Commission Chairman

**IMPORTANT:** The conduct prohibited includes consumption of any intoxicating liquor prior to reporting to work or during breaks or lunch period.

**EXCEPTION:** There may be some limited occasions where the consumption of alcohol is compatible and consistent with the Metropolitan Exposition-Recreation Commission's business interests. An example would be a meeting with customers, or a convention, where alcohol is served. It is not a violation of this policy for customer contact employees to consume alcohol while on Metropolitan Exposition-Recreation Commission business in these circumstances. However, such consumption is never a business obligation. And, you should be extremely moderate in your alcohol use in such situations, and confine such consumption to evening hours when no further Metropolitan Exposition-Recreation Commission work will be required. Do not drive on these occasions after drinking. Likewise, there may be some social functions (annual picnic or holiday party) or meetings where alcohol will be served. Alcohol will only be served with the prior approval of management in these situations, and consumption will be strictly monitored.

## 2. Drugs.

The possession, transfer, sale, offering, consumption or being under the influence of any narcotic, hallucinogen, stimulant, sedative, or illegal drug (except as authorized and prescribed by a physician and then only if reported to the supervisor prior to beginning work) while on Metropolitan Exposition-Recreation Commission property, time (such as on customers' premises) or in other circumstances we believe might adversely affect our operations or safety, will generally result in immediate termination.

**EXCEPTION:** The use of medically-prescribed or over-the-counter drugs during working hours is approved, and an employee shall have no obligation to inform his or her supervisor of such usage unless the prescribed or over-the-counter drug contains a warning notice of possible impairment which may prevent an employee from performing his or her job safely and adequately; for example, operating mechanical equipment. An employee must inform his or her supervisor that he/she is taking prescribed or over-the-counter drugs which contain a warning of possible impairment prior to beginning work each day he or she uses the medication.

**IMPORTANT:** The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during breaks or lunch period. An employee who tests "positive" for any such substances by screening and confirmation tests, including an employee who tests positive as the result of an authorized prescribed substance that was not reported to the supervisor prior to beginning work, will be deemed "under the influence" for purposes of this rule.

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Authorized: \_\_\_\_\_

Commission Chairman

The only exception is that less than 50 nanograms of THC, the active ingredient in marijuana, will not be considered a positive test. This is because this amount can theoretically be ingested through secondary smoke.

### C. RIGHT TO TEST.

Where evidence indicates to us that an employee may have violated either of the above rules, the employee may be required to submit to chemical testing.

When reasonable grounds exist to believe an employee has consumed or is under the influence of alcohol or any substance in violation of this policy, the Metropolitan Exposition-Recreation Commission may require the employee to submit to appropriate tests for alcohol or prohibited drugs or substances in his/her system, including urinalysis and blood tests. Failure to promptly permit such searches will be grounds for immediate suspension pending further investigation and consideration, and for possible termination. Failure to give written consent, without qualification, to drug and alcohol testing or failure to provide samples for such testing will also be grounds for immediate suspension and possible termination.

Among the situations where the Metropolitan Exposition-Recreation Commission may exercise its "reasonable grounds" right to test and search are the following:

- Observable symptoms of an employee's being under the influence of alcohol or drugs;
- Accident investigations;
- Unexplained significant deterioration in individual job performance;
- Unexplained significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);
- Unexplained or suspicious absenteeism or tardiness;
- Credible reports of drug or alcohol use in violation of this policy;
- Credible reports of off-the-job illegal drug use or excessive alcohol use;
- Failure to complete or comply with a treatment program already started;
- Failure to sign a reentry or work performance contract after treatment has started;
- Employee admissions regarding drug or alcohol use; and
- Unexplained absences from normal work areas where there is reason to suspect drug- or alcohol-related activity in violation of our policy.

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Authorized: \_\_\_\_\_

[Signature]  
Commission Chairman

These are examples of situations in which the Metropolitan Exposition-Recreation Commission will ask an employee to submit to a chemical test. The Metropolitan Exposition-Recreation Commission will enforce this policy rationally based on each individual factual circumstance, in its discretion. In some cases it may, based on all factual circumstances, decide not to search or test an employee, despite the fact that it could do so under this policy. Such individual situations of Metropolitan Exposition-Recreation Commission discretion shall not affect the Metropolitan Exposition-Recreation Commission's right to enforce the policy in other situations.

**D. SITUATIONS NOT COVERED BY POLICY.**

We recognize that situations may arise which are not specifically covered by this policy and these guidelines. (For example, situations involving employees who have been arrested or convicted for off-the-job illegal drug use or activity.) We will deal with them on a case-by-case basis taking into account such things as the nature of the situation or problem, the employee's overall employment record and job assignment, the potential impact on production, safety and customer relations, etc.

**ACKNOWLEDGMENT OF RECEIPT OF DRUG AND ALCOHOL POLICY**

I, \_\_\_\_\_ (please print name), certify that I have received and I have read the Metropolitan Exposition-Recreation Commission's Drug and Alcohol Policy. I understand that this policy contains important information about my rights and obligations as an employee of the Metropolitan Exposition-Recreation Commission. I understand that I can consult with the personnel department on a confidential basis and receive assistance, without job reprisals, if I have a drug or alcohol problem before a drug-and-alcohol-related job misconduct or safety incident or violation of this policy. I understand that I can be disciplined or terminated for violation of this policy. If I continue to work for the Metropolitan Exposition-Recreation Commission after signing this document, I am agreeing that this policy applies to all future employment.

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Signature of Employee

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Authorized:   
Commission Chairman