

STAY ALERT, STAY SAFE, STAY FIT FOR WORK.

Policy to Prevent
Workplace Alcohol
and Drug Problems



Team,

We owe it to ourselves and to our co-workers, as well as to our families, customers and the communities we serve to be able to perform professionally at all times, unimpaired by the effects and after-effects of alcohol or drugs.

CN's Policy to Prevent Workplace Alcohol and Drug Problems is a key element of our longstanding commitment to healthy and safety. The Policy applies to everyone working at CN, regardless of your position, your status or your work location, and to any substance, legal or illegal, that can cause impairment.

Impairment at work can have catastrophic consequences. It can lead to accidents and risk lives. That's why we have a zero-tolerance approach to impairment at work and why we take disciplinary action in the case of any employee who is impaired on the job due to alcohol or drug use.

It is also why we encourage employees who feel they may have a problem to seek help right away. They can get assistance with any alcohol or drug problem through our Employee and Family Assistance Program (EFAP) which is there to support employees and help them address their issues. This confidential program is designed to help before drug or alcohol use becomes a workplace or personal problem.

Please read this policy carefully and make sure you are familiar with it. Your supervisor or Human Resources representative can answer any questions you may have. And, if you need help or know someone who does, please contact the EFAP by calling 1-800-268-5211.

Thank you for doing your part in keeping our workplace alcohol and drug-free.

Stay alert, stay safe, stay fit for work.



J.J. Ruest

President and Chief Executive Officer

Introduction

ABOUT THIS POLICY

To prevent workplace alcohol and drug problems, CN has had a variety of programs and initiatives pertaining to alcohol and drug use by our employees. This policy consolidates these programs and clearly defines who is covered, and the standards and consequences of a violation of this policy.

THIS POLICY

- applies to all Canadian-based CN employees, as well as contractors, subsidiaries, tenants, and guests;
- establishes and clearly describes the serious consequences of policy violations;
- includes provisions for drug testing (not random);
- clearly defines roles and responsibilities that make everyone accountable; and
- requires employees who must have a valid driver's license or who operate railway equipment to report impaired driving charges, license suspensions, and/or convictions.

MORE INFORMATION

If you have questions about any aspect of the policy or require additional copies of this policy or information about the EFAP, contact your Human Resources representative.

Policy

Canadian National (CN) is committed to the health and safety of its employees, the public and the environment in order to become the safest railway in North America. As part of this commitment, CN, its employees and unions, share a responsibility to maintain a safe workplace, free from the negative effects of alcohol and other drugs. As such, CN has zero tolerance for impairment in the workplace.

Management, unions and employees are concerned with alcohol and other drug use because it can affect the health, safety, performance and conduct of employees on the job, and impose hardships on the employer, employee, co-workers and family. This policy is an important component of CN's overall safety program to minimize risk in all operations.

Scope

This policy applies to all employees of CN and its subsidiaries who are based in Canada. Those employees in safety sensitive positions are held to a higher standard and are subject to more serious consequences because of the direct impact that their positions have on safety.

In addition, Canadian-based employees who operate into the United States are subject to the rules and regulations governing cross-border operations. U.S.-based employees of CN are subject to the rules and regulations of that jurisdiction. Because company concern for safety extends to the operations of contractors and tenants, they are also expected to adhere to these standards, in whole or in part, as a condition of contract or lease.

Policy Statement

All employees are required to report and remain fit for duty, free of the negative effects of alcohol, cannabis and other drugs. It is strictly prohibited to be on duty or to be in control of a CN vehicle or equipment while under the influence of alcohol or other drugs, including the after-effects of such use. Specifically, the use, possession, presence in the body, distribution or sale of illegal drugs while on duty (including during breaks), on or off company premises, in company vehicles and equipment, or while on company business is prohibited. Possession, distribution, or sale of alcoholic beverages or cannabis and the consumption of any form of alcohol or cannabis is prohibited while on duty (including during breaks), on or off company premises, in company vehicles and equipment, or while on company business.

Employees are expected to use over-the-counter, prescription or medically-authorized drugs responsibly. All employees, in particular those in safety-sensitive positions or who can be in control of CN vehicles or equipment, are responsible for investigating whether the medication will cause impairment. Employees must check with their own physician or pharmacist regarding the use of opiates, medically authorized cannabis, or **any other impairing medications**, and report any concerns to CN's Occupational Health Services and abide by their recommendations to ensure safety.

Prevention and Assistance

Personal problems affecting an employee's performance, health or safety can often be overcome with education, counseling or treatment. CN is committed to helping any employee who may have a problem related to alcohol or any other drug. However, the employee must be willing to address the problem before it has an impact on performance or safety. Seeking assistance is the preferred method of dealing with these problems. In these cases, the employee's employment or advancement opportunities will not be affected, provided approved rehabilitation is undertaken and results in satisfactory control of the problem.

Employees should encourage co-workers who may have a current or emerging alcohol or drug problem to contact the Employee and Family Assistance Program (EFAP), where assistance will be provided in line with the company's EFAP policy. Using the services provided by the EFAP does not eliminate the requirement to meet performance expectations. In addition to the educational program outlined in the EFAP policy, CN provides educational and awareness programs for employees concerning this policy and its application.

Available Means to Assess and Monitor Policy Compliance

1 SUPERVISORY MANAGEMENT OF PERFORMANCE

Supervisors will be trained as to their responsibilities in administering this policy.

2 MEDICAL ASSESSMENTS OF FITNESS FOR DUTY

Employees who work in or transfer into safety-sensitive or safety-critical positions are required to undergo pre-placement and/or periodic medical assessments that evaluate the impact, if any, of medical conditions on fitness for work. As part of these assessments, health conditions such as substance abuse disorders and/or the use of impairing medication can be identified, assessed and monitored through medical assessment and biological testing (including drug testing). Where an employee in a safety sensitive or safety critical position is diagnosed as having a substance use disorder, medical monitoring, including drug and alcohol testing, may be required to ensure on going fitness for duty in this position.

3 REASONABLE CAUSE AND POST ACCIDENT TESTING

Biological testing for the presence of drugs in urine and oral fluids or alcohol in the breath is conducted where reasonable cause exists to suspect alcohol or drug use or possession in violation of this policy, including after an accident or incident. Post-accident testing is done after any significant accident or incident where an experienced operating officer, upon consideration of the circumstances, determines that the cause may involve, or is likely to involve a rule violation and/or employee judgment. In cases of reasonable cause or post-accident testing, any employee whose breath alcohol concentration is over 0.04, and/or who tests positive for legal or illegal drugs (without medical justification) in oral fluids, and/or where impairment is demonstrated, will be considered to be in violation of this policy.

4 EMPLOYMENT CONTRACTS

Employees may be monitored on the compliance of this policy, including testing for drugs and alcohol, as part of their employment contract. This would be established as a condition of continuing employment or reinstatement after dismissal.

5 SEARCHES

CN reserves the right to conduct unannounced searches for alcohol or drugs where there are reasonable grounds to believe they are present on premises, in vehicles and/or equipment owned, leased, or otherwise controlled by CN.

6 IMPAIRED DRIVING CHARGE OR CONVICTION

Employees who require a valid driver's license in the performance of their duties or who operate railway equipment and where driving privileges are lost or suspended due to impaired driving while not on duty, nor in a CN vehicle, nor on CN premises, must immediately report such loss to their supervisor. A medical assessment will then determine whether the employee suffers from a substance use disorder.

7 RULE G AND RULE G BY-PASS

This policy supplements, but does not modify the General Safety Rule 1.1, Canadian Rail Operating Rules (C.R.O.R.) Rule G and the Union/Management Agreement on The Control of Drug and/or Alcohol Abuse. (Rule G By-Pass). Nothing in this policy reduces the requirements of Rule G or changes the provisions of the Rule G By-Pass agreement.

HOSTING

To demonstrate CN's commitment to a safe, healthy workplace free of the negative effects of alcohol or other drug use, the company supports and provides guidance for responsible hosting practices, including designated driver programs.

VIOLATIONS

Violation by an employee will result in corrective action up to and including dismissal. Violation by contractors or tenants will be considered a breach of their contract or lease. Refusal to complete the testing process set out under this policy is considered a policy violation.

Authority

The Executive Vice-President & Chief Operating Officer and the Vice-President, Human Resources, in consultation with other Vice-Presidents and Divisional Heads, are jointly responsible to develop and implement information, education, testing and follow-up required under this policy.

If you need help with a drug or alcohol problem,
contact the **Employee and Family Assistance
Program (EFAP)** at: **1-800-268-5211**

