

## Policy Criteria:

Brief Policy Description: To define expectations regarding drug and alcohol use by employees when working.

Effective Date: July 31, 2023

Version Control: Version 2

Approved by: Monica Torrez-Pfister, VP, Chief Ethics & Compliance Officer, Deputy General Counsel

Policy Contact: Greg Bell, Director and Assistant General Counsel, Employment Compliance

Applies to: All TrueBlue and its subsidiary employees in the United States (except for Puerto Rico). Employees in Puerto Rico and Canada should refer to their respective policies and handbooks.

## Purpose

TrueBlue is committed to providing a safe, healthy, and productive work environment—which includes prohibiting employees from working while impaired by drugs or alcohol and screening employees for the presence of drugs and alcohol in accordance with relevant laws and when justified by business needs.

## Drug Use

Employees are prohibited from using, possessing, manufacturing, distributing, selling, or being under the influence of drugs on all Company property, when conducting business on behalf of the Company, when performing work for Company clients, at Company-sponsored events, or during working hours. This prohibition includes all forms of narcotics, depressants, stimulants, hallucinogens, and other substances whose sale, purchase, transfer, distribution, use or possession is prohibited or restricted by law. This prohibition also includes over the counter/non-prescribed drugs and products that impair an employee's ability to work safely or endanger the safety of others.

The legal use of prescribed drugs and over the counter/non-prescribed drugs and products while working is permitted if such use does not impair the employee's ability to work safely and does not endanger others. If employees have questions related to usage of prescribed drugs (or over the counter/non-prescribed drugs and products that impair an employee's ability to work safely or endanger the safety of others) while working, contact [HR-Advice@trueblue.com](mailto:HR-Advice@trueblue.com).

## Alcohol Use

The unauthorized use of alcohol, possession of alcohol, or being under the influence of alcohol on Company property, when conducting business on behalf of the Company, when performing work for Company clients, at Company-sponsored events, or during working hours is prohibited. A blood alcohol concentration of .04 percent or greater will be treated as evidence of "impairment."

The use and possession of alcohol at business meetings or Company-sponsored events on Company property may be permitted if approved by a Senior Vice-President and the purpose of the meeting/event complies with TrueBlue's Code of Conduct and Business Ethics, ABC Policy, and Third Party Meals, Gifts Travel and Entertainment Policy.

**Employees who are impaired by drugs (including over the counter/non-prescribed drugs and products that impair an employee's ability to work safely or endanger the safety of others) or alcohol should not operate a motorized vehicle or any machinery or equipment that may jeopardize the safety of others.**

The Company reserves the right to conduct searches of an employee, an employee's workspace, and an employee's property (including vehicles parked on Company property) upon suspicion of a violation of this policy to the maximum extent permitted by law.

### Duty to Report

Employees who are impaired by drugs or alcohol are a threat to the safety of themselves, their coworkers, and the public. All employees have a duty to report any evidence or observation of alcohol or drug impairment to a supervisor immediately. Failure to report, especially in cases where the substance use poses an immediate threat to the safety of that individual or others, may result in disciplinary action for the non-reporting employee, up to and including termination of employment.

### Screening

Employees may be subject to screening for the presence of drugs or alcohol in accordance with relevant laws and when justified by business needs. Specifically, but not by way of limitation, screening may be performed before employment/assignment, upon reasonable suspicion, and after a safety incident or accident.

### Questions

For all questions relating to this Policy, contact Human Resources via my service center or Employee Relations at [HR-Advice@trueblue.com](mailto:HR-Advice@trueblue.com).

### Anti-Retaliation and Reporting

TrueBlue strictly prohibits any retaliation against employees who:

- report in good faith a concern or complaint,
- participate in an investigation,
- refuse to participate in suspected improper or unlawful activity, or
- exercise workplace rights protected by law.

At TrueBlue, we value doing what is right. Every employee is asked to live our core values and demonstrate ethical and legal conduct every day and in every action. If you ever need to report misconduct or violations of our Code or policies, visit our [Reporting](#) page to see all the ways you can report.