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October 26, 2026

Addendum No. 01

File Reference Number: RFP 2026 071

Title: Post-Incident and Reasonable Cause Drug and Alcohol Testing Services

RE: Clarifications/Questions

CLARIFICATIONS/QUESTIONS

Item 1: Does ONTC have defined maximum response times for post-incident and reasonable cause testing, either system-wide or by location?

Answer: No. ONTC does not currently have defined response time requirements. ONTC expects to establish appropriate response times with the successful proponent.

Item 2: Are response times measured from the initial service request to acknowledgement, collector dispatch, collector arrival, or commencement of testing?

Answer: ONTC's expectation is that testing arrangements commence as soon as practicable following notification of the incident or event requiring testing.

Item 3: For remote locations such as Moosonee, where immediate physical mobilization may be limited by transportation availability or weather conditions, would ONTC consider alternative service delivery arrangements that meet its testing and chain-of-custody requirements?

Answer: Yes. ONTC would consider alternative service delivery arrangements, provided they satisfy all applicable testing, documentation, and chain-of-custody requirements.

Item 4: Does ONTC anticipate most testing being conducted at its operating facilities through mobile collection services, or can employees be directed to an established clinic or affiliated collection facility where appropriate?

Answer: Mobile collection services are preferred. However, given ONTC's geographic operating area, employees may be directed to the nearest available testing facility, where appropriate.

Item 5: The RFP references DOT and Non-DOT motor coach operations, including DOT random screening. Could ONTC clarify whether ongoing DOT random testing program administration and collections are included in the scope of this contract, or whether the primary requirement is post-incident, reasonable cause, and associated follow-up testing?

Answer: Yes, DOT random testing program administration and collections are included within the scope of this contract. However, this requirement is currently limited to ONTC's spare motor coach operator group, as these operators may be required to operate charter services within the United States.

Item 6: The RFP indicates that proposed pricing should be all-inclusive, including travel. For exceptional mobilizations involving air transportation, overnight accommodation, or significant travel to remote communities, would ONTC consider separately approved mobilization expenses through a change order, or should all such potential costs be incorporated into the proposed unit rates?

Answer: Yes. In exceptional circumstances requiring air transportation, overnight accommodation, or significant travel to remote communities, ONTC would consider separately approved mobilization expenses. Such exceptional mobilization costs do not need to be included in the general pricing proposed by proponents.

Item 7: Would ONTC consider alternative drug and alcohol testing methodologies, including remotely supervised testing, for post-incident and reasonable cause situations?

Answer: ONTC may consider alternative drug and alcohol testing methodologies, including remotely supervised testing; however, acceptance of such methodologies will depend on the specific approach proposed and its ability to meet applicable testing, chain-of-custody, regulatory, and operational requirements. Proponents are encouraged to clearly describe any alternative methodologies within their proposals for ONTC's review and consideration.

Item 8: Would ONTC also be able to provide a complete list of operational facilities where testing may be required?

Answer: ONTC has provided its primary operating locations within the RFP, including North Bay, Timmins, Cochrane, Temagami, Englehart, Moosonee, Sudbury, Sault Ste. Marie, and Thunder Bay. Testing services may also be required at other ONTC operating locations and along the rail and motor coach networks serviced by ONTC. Proponents should therefore assume that testing requirements may arise anywhere within ONTC's operating territory.

Item 9: Can ONTC provide historical testing volumes, ideally for the past two to three years, broken down by operating location and year? Does ONTC have an approximate percentage of testing requests occurring outside of regular business hours?

Answer: ONTC does not maintain historical testing data broken down by operating location. However, between 2023 and 2026, ONTC required a total of 157 tests, including post-incident, reasonable cause, and return-to-duty testing. ONTC also does not have a track of the percentage of testing requests occurring outside of regular business hours.

Item 10: Is in-person breath alcohol testing required in all circumstances, or would alternative screening methods be considered acceptable, particularly in remote or isolated locations?

Answer: The requirements governing testing methodologies are outlined in the Fit for Duty Policy and Procedures, attached as Appendix A to this Addendum.

Item 11: If alternative methods are acceptable, can ONTC clarify any applicable testing standards, restrictions, or confirmation requirements?

Answer: Please refer to the applicable testing requirements set out in the Fit for Duty Policy and Procedures, attached as Appendix A to this Addendum.

Item 12: Would Ontario Northland be able to provide its current Fit for Duty Policy,

Answer: ONTC's Fit for Duty Policy and Procedures is attached as Appendix A to this Addendum for reference.

All other terms and conditions of the RFP remain unchanged.

This Addendum hereby forms part of the RFP.

Regards,

Brinda Ranpura
Procurement Contracts Specialist
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“Appendix A”

DATE FORMALIZED January 18, 2019 REVISION DATE: June 10, 2024	FIT FOR DUTY POLICY	Policy Reference 6-ZD

POLICY STATEMENT

No person under the influence, or carrying, intoxicating liquor / a drug or narcotic substance, or experiencing the secondary effects of same shall enter or knowingly be permitted to enter and / or use Ontario Northland property, facilities, equipment or vehicles.

PURPOSE

Ontario Northland is committed to the safety and well-being of our Employees, our customers, other individuals affected by the actions of our Employees, the public, and the environment. Further, Ontario Northland complies with legislated requirements, and is committed to the prevention of illegal activities within our operations. Every Employee of Ontario Northland has a responsibility to safeguard the trust and safety of the public by ensuring compliance with this Policy.

This Policy is intended to:

- establish Ontario Northland's standards and expectations with respect to be fit for duty;
- clarify the respective responsibilities of Ontario Northland and its Employees to ensure an drug and alcohol-free working environment;
- outline the consequences for non-compliance with this Policy;
- provide consistent guidelines for all Employees to follow;
- identify, assist and where appropriate, accommodate Employees who may have substance use disorders (including for example a drug and/or alcohol related dependency);
- identify, assist and where appropriate, accommodate Employees who may have a medical condition requiring a prescribed medication with the potential to impact fit for duty;
- implement appropriate remedial or corrective action for Employees who violate this Policy, noting that each case will be assessed on its individual merits;
- this policy supplements, but does not modify the General Safety Rule 1.1, Canadian Rail Operating Rules (C.R.O.R) Rule G. Nothing in this policy reduces the requirements of Rule G.

1.0 SCOPE

1.1 EMPLOYEES

This Policy applies to all Employees, of Ontario Northland Transportation Commission (ONTC) or Nipissing Central Railway (NCR) (ONTC and NCR hereinafter collectively referred to "Ontario Northland").

1.2 CONTRACTORS

All contractors (which include subcontractors) will be notified of the applicable provisions of this Policy. Contractors will be expected to comply with and enforce these requirements in respect of their Employees, subcontractors, etc.

2.0 DEFINITIONS

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. Beverage alcohol includes but is not limited to beer, wine, distilled spirits and very low alcohol products (e.g. beer with 0.5% alcohol by volume).

Company Property - Means equipment, materials, buildings, facilities, machinery and vehicles owned, leased, rented or used by Ontario Northland.

Contractor/Subcontractor - Any person or entity providing services to Ontario Northland, providing services in connection with Ontario Northland's operations or providing services on Ontario Northland's workplace, pursuant to a contract. This includes contractors, subcontractors and the Employees of contractors and subcontractors.

Drug - A drug includes recreational drugs and medications:

> **Recreational Drug**: Includes controlled drugs and substances, illegal drugs, and legal drugs, including recreational marijuana, taken without the prescription or authorization of a regulated health professional. The intentional misuse of prescription or non-prescription medication comes within the category of recreational drugs.
>
> **Medication**: Prescription and non-prescription drugs used for the treatment of an illness, injury or a medical condition. A prescription drug must be prescribed or authorized by a regulated health practitioner. A non-prescription or "over-the- counter" drug does not require a prescription or authorization, but it must be used for the purpose of treating an illness, injury or a medical condition.

Employee - All Employees of Ontario Northland, including full-time, part-time, temporary and spare Employees, individuals employed pursuant to fixed term or indefinite contracts of employment, and, for the purposes of this Policy, all students, volunteers and interns.

Fit for Duty - An Employee who is fit for duty is capable of performing their duties in a safe, productive and efficient manner, free from the adverse effects of drug and alcohols. An Employee impaired by drugs and alcohol is not fit for duty. The impairing effects include acute impairment, the after-effects and the withdrawal symptoms associated with drug or alcohol use.

Extreme Fatigue - Physical or mental exhaustion that reduces an individual's alertness such that a safety hazard is created or results in the inability to safely perform work.

Safety Sensitive Position - Refers to any position, including Safety Critical positions as defined by the Railway Safety Act, or are governed by the Ministry of Transportation of Ontario, in which individuals have a key and direct role in Ontario Northland's operation and where performance impacted by alcohol, drugs (which includes medications) or extreme fatigue could result in a significant incident, or could affect the health, safety, or security of the Employee, other employees, customers, members of the public, other individuals, property, or the environment.

For a list of positions, please see Appendix B: Safety - Sensitive Positions

Substance Abuse Professional (SAP) - This is an individual with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. The SAP will assess if the Employee has an alcohol or drug dependency, make recommendations regarding education and treatment, and recommend a return-to-duty monitoring program including unannounced testing. If someone holds a safety critical position, this may include an assessment by an Addictions Medicine Physician in accordance with Railway Medical Rules.

Workplace - Any land, property, structures, facilities, premises, location, Ontario Northland vehicle and equipment owned, leased, operated or otherwise controlled by Ontario Northland or any other place at, upon, from or near which an Employee works in the course of their duties.

3.0 RESPONSIBILITIES

3.1 EMPLOYEE

Ontario Northland has standards of performance (Standards) that all Employees must satisfy. Employees must read, understand their responsibilities under and observe this Policy. Each Employee is required to sign the ***Fit for Duty Policy Acknowledgement*** which will be placed in his/her Employee file.

Prohibited Conduct

Employees are prohibited from the following while on duty (which includes working hours and break times) or while they are attending at the Workplace or attending at or operating Company property:

1. Engaging in the use, consumption, distribution, possession or manufacture of drugs and alcohol, subject to the exceptions in this Policy with respect to medications. This will include all cannabis-derived treatments, preparations, or recreational products, including CBD.

2. Being unfit for duty due to the consumption of drugs and alcohol.

Fit For Duty & Reporting Responsibilities

All Employees are expected to comply with the following:

1. Report to work fit for duty and remain fit for duty during their working hours and break times;

2. Immediately notify a supervisor or manager if the Employee is, or believes they are, unable to report for work fit for duty or remain at work fit for duty;

3. Immediately notify a supervisor or manager if the Employee, in good faith, believes that another Employee or contractor who they reasonably believe is under the influence of drugs and/or alcohol or has violated or otherwise believes is violating this Policy;

4. Cooperate with any investigations into breaches or potential breaches of this Policy. In addition to the above requirements, all Employees are reminded that they have a legal obligation under Part II, Section 126 (1) (g-h) of the Canadian Labour Code to report to their employer or supervisor the existence of any hazard of which they either know or suspect.

On-Call / Subject to Duty

Employee's on-call or subject to duty must refrain from drugs or alcohol use and Employees must be fit for duty, while they are on-call or subject to duty. If an Employee is unfit for duty due to drug or alcohol use or any other reason, and the Employee is called in to report for duty, it is the responsibility of the Employee to decline the call to work.

Break Times

Employees must not consume drugs and/or alcohol during the workday, which includes during break times. This requirement applies to all Employees including telecommuting Employees working from home. Employees are, however, permitted to use medications during the workday, provided that the medication will not affect fitness for duty and the medication is required for a legitimate medical reason. Please see the Medications section below for the applicable rules.

Medications

- If an Employee requires a medication for a legitimate medical reason, the Employee must ensure that the medication will not affect the Employee's ability to report for and remain at work fit for duty. To fulfill that responsibility, it may be necessary for the Employee to determine from their doctor or pharmacist whether the medication has the potential to affect the Employee's ability to be fit for duty.

- If the medication may affect fitness for duty, the Employee has an obligation to report that concern to their supervisor/manager and/or Human Resources for review.

- If an Employee has taken a medication and, as a result, is unable to report for work or remain at work fit for duty, the Employee must immediately report this to a supervisor or manager.

- If accommodation is required, Ontario Northland will make every effort to accommodate the Employee in accordance with human rights legislation. The Employee will be required to provide medical documentation in accordance with health care information confidentiality and privacy laws to substantiate accommodation requests and facilitate appropriate accommodation.

Prevention, Assistance & Treatment

- Substance use disorders are treatable illnesses. Early prevention and treatment are key to rehabilitation. If an Employee has or believes they may have a substance use disorder, the Employee should seek professional assistance. In addition, Employees should encourage co-workers to access professional assistance if the Employee knows or has reason to believe the co-worker has or is developing a substance use disorder.

- Employees are encouraged to use counselling and treatment services available to them through the Ontario Northland's Employee & Family Assistance Program (EFAP) and/or the community - 1-888-814-3327.

- If an Employee has a substance use disorder, the Employee should notify a supervisor, manager and/or Human Resources. Prompt disclosure of a known or potential substance use disorder ensures that the Employee will be directed to EFAP, a SAP or other resources, if the Employee has not already accessed such assistance, and it also ensures the facilitation of appropriate accommodation required by the Employee, the Employees' recovery, and the health and safety of

the Employee and the workplace.

- An Employee who self - discloses a substance use disorder will not be disciplined or terminated from employment as a result of the disclosure. In addition, the decision to self-disclose will not become a part of the Employee's personnel file. However, it is necessary that the Employee make that disclosure promptly and before engaging in any Policy violation. If an Employee refrains from disclosing a substance use disorder and subsequently engages in a Policy violation (e.g., by attending at work unfit due to drug or alcohol use), the Employee cannot avoid the disciplinary consequences of that Policy violation by disclosing a substance use disorder after the fact.

- It is the responsibility of an Employee undergoing treatment for a substance use disorder to actively participate and comply with their treatment and post treatment monitoring programs.

Driving Offences

Employees must:

- Immediately report any loss of driving privileges to their manager or supervisor if driving a vehicle or operating on track equipment is necessary in the performance of their duties.

- Immediately report any charges of intoxicated driving or driving under the influence while operating a company vehicle or equipment.

- Co-operate with any investigation into a violation of this Policy, including testing for drug or alcohol use as allowed for under this Policy.

Unfit for Duty Investigations and Investigations of Potential Policy Violations

- If there are reasonable grounds to believe an Employee is attending at work unfit for duty, the Employee will be relieved of duty pending an investigation. Each situation will be assessed on a case-by-case basis. Consideration will be given to whether there has been a Policy violation and, if so, the appropriate discipline. Consideration will also be given to whether the Employee requires accommodation.

- If there are immediate medical concerns, arrangements will be made for medical attention, as required.

- Depending on individual circumstances, before being permitted to return to work, the Employee may be required to provide medical documentation confirming they are fit for duty and/or medical documentation setting out the individual's medical restrictions, if any.

- The Employee will comply with requests for drug and alcohol testing pursuant to the Drug and Alcohol Testing provisions set out below in this Policy.

Searches & Inspections

- Ontario Northland may conduct searches with or without prior notice for drugs or alcohol when there is reasonable cause to believe they are present on company premises, or within company owned, leased or operated equipment or vehicles. This includes personal belongings on company premises or within company owned, leased or operated equipment or vehicles.

- All Employees, contractors, subcontractors, and anyone operating company property are subject to inspection on the grounds of reasonable cause.

Consequences of a Policy Violation

- In all situations involving potential breaches of this Policy, an investigation will be conducted to determine whether a Policy violation has occurred. An Employee suspected of being in violation of this Policy may be removed from duty pending the completion of an investigation.

- If it is determined that an Employee violated this Policy, the Employee may be subject to discipline, up to and including termination of employment.

- Employees with positive drug test results, positive alcohol test results, and Employees that refuse to test are in violation of this Policy and may be subject to discipline, up to and including termination of employment. See below for the Drug and Alcohol Testing provisions of this Policy.

Confidentiality

Ontario Northland will maintain Employee confidentiality, including the confidentiality of Employee medical information, as required by law.

3.2 MANAGERS & SUPERVISORS

Managers and supervisors of Ontario Northland are responsible for promoting a workplace free from the safety risks associated with drugs and alcohol, and shall comply and carry out the following responsibilities:

- Managers and supervisors shall work with and support Employees who seek assistance from their health care providers for dealing with substance abuse or dependence issues. Managers and supervisors may also refer the Employee to the Employee and Family Assistance Program (EFAP), while maintaining strict confidentiality.

- Managers and supervisors shall participate and complete any training related to this Policy.

- Managers and supervisors shall seek to identify, investigate and address any situations where an Employee appears to be unfit for duty, under the influence of drugs and/or alcohol in the workplace or appears to be suffering from a potential substance use disorder.

- Managers and supervisors shall immediately deal with and investigate reports of potential impairment or unfit for duty situations in the workplace.

- Following an incident or "near-miss" situation, supervisors and managers should assess whether drug and alcohol testing is required based on criteria in the ONTC Guide and/or under this Policy. When possible, this decision will be made with another supervisor or manager of higher authority.

- When there is reasonable cause to believe an Employee is unfit for duty due to drugs or alcohol, supervisors and managers should assess whether drug and alcohol testing is required based on criteria in the ONTC Guide and/or under this Policy. When possible, this decision will be made with another supervisor or manager of higher authority.

- Managers and supervisors shall decide, based on a reasonable cause standard, in what situations

a search of company property for drugs or alcohol is warranted, and are required to contact Human Resources before taking such action when possible.

- Managers and supervisors shall also ensure that all Employees, contractors and subcontractors working on Ontario Northland property read and are aware of this Policy.

3.3 HUMAN RESOURCES

Human Resources shall:

- facilitate, support, and assist in the implementation of this Policy.

- work with managers, supervisors, Employees, and trade unions to support and implement treatment and return to work programs.

- assist managers and supervisors in investigating and addressing workplace situations involving substance abuse and dependence, and in identifying any necessary accommodation options.

3.4 DRUG AND ALCOHOL AWARENESS & ACCOMMODATION

To help ensure a safe, drug and alcohol-free workplace, Ontario Northland shall:

- Provide educational/training to managers and supervisors regarding the signs of impairment and how to perform an observational inspection of Employees' appearance and/or behaviour. Managers and supervisors will also be trained on how to evaluate suspicions of the consumption of drugs and/or alcohol;

- Provide copies of and inform all Employees of the Policy, awareness regarding the responsible use of alcohol and other drugs, recognition of drug or alcohol problems, and resources available to assist Employees with drug or alcohol problems;

- Recognize substance use disorders, which may include drug and alcohol dependencies, as disabilities. As part of its commitment to accommodation, Ontario Northland will allow for the Employee and Family Assistance Program to provide assistance for Employees with drug and/or alcohol problems;

- Every effort will be made to provide reasonable accommodation to Employees whose legitimate use of medication may impact their ability to perform their duties;

- Impose corrective action on Employees who violate their responsibilities under this Policy;

- Take reasonable measures to ensure that Employees who are unfit or potentially unfit and unable to drive home safely are provided with alternative transportation.

4.0 ALCOHOL & DRUG TESTING

Below are the circumstances in which Ontario Northland may require an Employee to undergo drug and alcohol testing. The reasonable cause testing, post-incident / near-miss testing provisions apply to Employees in Safety-Sensitive positions. Follow-Up testing provisions apply to all Employees.

4.1 REASONABLE CAUSE TESTING

Reasonable cause testing applies where there are reasonable grounds to suspect an Employee is unfit due to drugs and/or alcohol. This may include but is not limited to: smelling alcoholic beverages and/or marijuana on breath, slurred speech, glassy and/or red eyes, unsteadiness in walking or standing, flushed face, disorientation or drowsiness and mood changes.

Before being asked to undergo testing, the Employee will be taken to a private area and interviewed. In the event the Employee cannot provide a reasonable explanation for their behaviour, or the supervisor or manager reasonably remains of the belief that the Employee is not fit due to drugs and alcohol, the supervisor will ask the Employee to participate in reasonable cause drug and alcohol testing.

4.2 POST- INCIDENT TESTING

As part of its investigation into any work-related incident, Ontario Northland may require that an Employee submit to drug and alcohol testing. Before requiring a test, there will be a preliminary assessment to determine whether the Employee's acts or omissions may have caused or contributed to the incident. As part of that assessment, the Employee concerned and, if applicable, any witnesses to the incident will be interviewed. Consideration will be given to whether other factors, such as
equipment failure, inclement weather, or other environmental factors, clearly caused the incident. If such factors do not appear to be the cause a supervisor or manager may ask the Employee to submit to post-incident drug and alcohol testing.

Transportation Arrangements for Reasonable Cause & Post-Incident Testing

For reasonable cause and post-incident testing, if an Employee must attend off-site for the test, appropriate transportation will be arranged. If the Employee's test results are not immediately available (e.g., if the Employee's drug test result is pending **or inconclusive**), arrangements will be made for the Employee's transportation home.

Procedure Following Reasonable Cause & Post-Incident Testing

An Employee who is asked to take a reasonable cause or post-incident test will be relieved from duty pending the results. Should both the alcohol and drug test be negative the employee will return to duty without loss of pay.
Should either the alcohol and drug test be positive the employee may be held out of service with pay and a formal investigation will be conducted as soon as possible.

4.3 CERTIFICATION TESTING

Applicable to Employees when in non-safety sensitive positions transferring into safety-sensitive positions. An offer of a safety-sensitive position to an Employee in a non-safety sensitive position will be conditional upon the Employee passing a drug and alcohol test. The Employee must pass the test to transfer into the safety-sensitive position. A positive test result or a refusal to test will render the Employee ineligible for the position.

4.4 RANDOM TESTING

Ontario Northland employees will not be subject to random testing, unless they are employed as a motor coach operator who operates or could operate a motor coach into the United States.

4.5 FOLLOW-UP TESTING

Post Treatment

As part of their return-to-work agreements, an Employee who has completed a treatment program for a substance use disorder may be required to pass a return to work drug and alcohol test and be subject to periodic, unannounced testing for a specified period of time. Such testing will support an employee's recovery and monitors the individual's progress and commitment towards rehabilitation.

Post-Violation

As part of their return to work agreements, an Employee who has violated the Policy may be required to pass a return to work drug and alcohol test and be subject to periodic, unannounced testing for a specified period of time.

4.6 REFUSAL TO TEST

Employees are expected to comply and cooperate with requests to undergo drug and alcohol testing. A refusal to do so constitutes a violation of this Policy. Examples of refusals include:

- failing to provide an adequate specimen sample ***(e.g.*** urine**, oral fluid**) for a drug test without a valid medical explanation;
- failing to provide adequate breath for an alcohol test without a valid medical explanation;
- failing to submit to a test when requested to do so;
- adulterating or tampering with a specimen provided for testing;
- engaging in any conduct which obstructs the testing process.

4.7 PROCEDURES & METHODS OF DRUG AND ALCOHOL TESTING

- A positive alcohol breath test is a result of 0.04 Blood Alcohol Concentration (BAC) or higher. If the initial test reports a positive result, Employees will be required to test again 15 minutes after the initial test to confirm results. Any Employee who has a breath alcohol test result of 0.02 to 0.039 BAC will be removed from work until it is safe to return (at least before their next work day or shift) and may be subject to appropriate discipline.

- Drug testing will be administered by a urine sample or an oral fluid sample.

- The tables below set out the initial and confirmation cut-off levels applicable to the classes of drugs that will be tested for with urine and oral fluids.

Table 1 Urine drug concentration limits	
Drugs or classes of drugs	**Confirmation concentration equal to or in excess of ng/mL**
Marijuana metabolite	15
Cocaine metabolite	100
Opioids: • Codeine • Morphine • Hydrocodone • Hydromorphone • Oxycodone • Oxymorphone	 2000 2000 100 100 100 100
6-Acetylmorphine	10
Phencyclidine	25
Amphetamines: • - Amphetamine • - Methamphetamine • - MDMA1 • - MDA2	 250 250 250 250

Table 2 Oral Fluid concentration limits	
Drugs or classes of drugs	**Confirmation concentration equal to or in excess of ng/mL**
Marijuana metabolite (THC)	10
Cocaine metabolite • Cocaine or Benzoylecgonine	8
Opioids: • Codeine • Morphine • Hydrocodone • Hydromorphone • Oxycodone • Oxymorphone	 40 40 40 40 40 40
6-Acetylmorphine	4
Phencyclidine	10
Amphetamines: • - Amphetamine • - Methamphetamine • - MDMA1 • - MDA2	 50 50 50 50

- If the laboratory determines that the specimen provided for drug testing contains drug concentration levels at or above the specified confirmation cut-off level, the result will be considered "non-negative" and will be reviewed by an independent Medical Review Officer (“MRO”).

- The MRO will provide the Employee with a chance to provide a reasonable, medical explanation for the non-negative result.

- The MRO will then determine whether to report the result to Ontario Northland’s designated individual as a positive result, a negative result, **a negative with a safety concern,** a cancelled result, or a refusal to test. Positive results and refusals to test are considered violations of this Policy. Negative results and cancelled results are not Policy violations.

Attachments and Supplementary Documents:

Appendix A: Fit for Duty Policy Acknowledgement

Appendix B: Safety Sensitive Positions

APPENDIX A

Fit for Duty Policy Acknowledgement

You acknowledge that you have reviewed this Policy and you understand that you must comply with the Policy. You further acknowledge that you are committed to protecting yourself, your co-workers and the workplace against safety risks arising from drugs and alcohol.

Employee Name (PRINT): _____

Employee Signature: _____

Date: _____

APPENDIX B

Safety Sensitive Positions
Updated September 14, 2023

Safety Sensitive Position: Refers to any position, including Safety Critical positions as defined by the Railway Safety Act, or are governed by the Ministry of Transportation of Ontario, in which individuals have a key and direct role in Ontario Northland's operation and where performance impacted by alcohol, drugs (which includes medications) or extreme fatigue could result in a significant incident, or could affect the health, safety, or security of the employee, other employees, customers, members of the public, other individuals, property, or the environment.

All employees, including Supervisors, Managers, who may be required to perform safety-sensitive duties from time-to-time, or to temporarily relieve in a safety-sensitive position, are included.

BUSINESS UNIT	**POSITION**
Station Operations & Express Freight	• Chef • Steward/Waiter • Warehouseman • Terminal Support
Guest Services	• CSSA
Bus Fleet & Facilities Maintenance	• Dispatch/Controller • Facilities Coordinator • Mechanic - Bus • Storesperson • Shop Foreman • Supervisor Motor Coach Operator • Sr Fleet Manager • Sr Manager Motor Coach Operations • Motor Coach Trainer • Operations Supervisors • Fleet and Safety Compliance Co-ord. • Manager Operations Supp & Control • Maintenance Planner
Bus Operations	• Motor Coach Operator
Signals & Communications Systems	• Signal & Communications Technician • Signal Maintainers • Lead Signal Maintainer • Manager Signals & Communications
Track & Structures (Infrastructure)	• Assistant Track Maintenance (Forman) • All Foreman positions.

	• B&B Foreman Line Gang • District Manager • Extra Gang (Forman) • Machine Operator Taking a Clearance • Maintainer Work Equipment Shop • Rail Lubrication Operator Maintenance • Snowplow Foreman • Snowplow Wingmen • Spreader Foreman • Spreader Wingmen • Structures Program Manager • Superintendent Maintenance of Way • Track Inspector/Supervisor • Track Technician/labour • Track Program Manager • Truck Driver
Rail / RRC / Stores	• All Cleaners • All Skilled Trades and Apprentices • Engine Attendant • Engine Watchmen • Material Handler/Forklift Operator • Production Worker • Quality Assurance • Storesperson • Stockkeeper • Supervisor Equipment • Supervisor Metal Fabrication • Supervisor RRC • Supervisor Shop Maintenance • Watchman • Work Cell Leader • Truck Driver • Superintendent Equip. Mtce. • Stores Supervisor • Sr Manager Strategic Procurement • Manager Inventory & Warehousing
Rail Transportation/Training & Regulatory Affairs	• Manager, Rail Traffic Control • Conductors & Trainman • Rail Traffic Controller • Janitor • Locomotive Engineer • Equipment Trainer • Field Trainer