

UNITED STATES OF AMERICA
NUCLEAR REGULATORY COMMISSION

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BEFORE THE ATOMIC SAFETY AND LICENSING BOARD

OFFICE OF SECRETARY
DOCKETING & SERVICE
BRANCH

In the Matter of)

CAROLINA POWER & LIGHT COMPANY)
and NORTH CAROLINA EASTERN)
MUNICIPAL POWER AGENCY)

Docket No. 50-400 OL

(Shearon Harris Nuclear Power)
Plant))

AFFIDAVIT OF JOHN D. FERGUSON

County of Carteret)

State of North Carolina)

ss.

JOHN D. FERGUSON, being duly sworn according to law, deposes and says as follows:

1. My name is John D. Ferguson. My business address is P.O. Box 93, New Hill, North Carolina 27562. I am employed by Carolina Power & Light Company (CP&L) as Director-Personnel Relations for the Harris area. I have been employed by CP&L in various personnel administration positions since 1977. I have worked at the Shearon Harris site since August, 1981, and have recruited for the Harris Project since I began my employment with CP&L. Prior to my employment with CP&L, I served as an officer in the United States Army, where I worked in supervisory roles and began working in the personnel field. I am a graduate of the United States Military Academy at West Point

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and a member of the American Society of Personnel Administrators. As part of my training in the Army, as well as with CP&L, I have participated in classes on drug awareness. While the Personnel Officer for an 800-man organization in the Army, I supervised the administration of the drug screening program. Included in these responsibilities were sampling, chain of custody, processing results, the rehabilitation program and the amnesty program. A complete statement of my education, training and experience is provided as Attachment A to this affidavit.

2. My responsibilities as Director-Personnel Relations for the 1,200 CP&L employees at the Shearon Harris Nuclear Power Plant and the Energy and Environmental Center include, among other things, employment and orientation of new employees, training supervisors in Corporate policies and their interpretation, and supporting efforts to ensure compliance with Corporate employee policies and related government regulations at the plant site. With respect to CP&L's drug abuse policies, I have been responsible for and personally involved in the following: (a) compliance with the Interdepartmental Procedure in testing all applicants for employment with CP&L who require unescorted access to the site; (b) orientation of all new CP&L employees of the Company's policies on drug and alcohol abuse; (c) ensuring consistency in the administration of the Company's drug abuse program and advising management, on a case-by-case basis, on compliance with the Company's

policies; and (d) administering the urinalysis drug screen examination program.

3. The purpose of my affidavit is to respond in part to the allegations in CCNC Contention WB-3 that Applicants' management has failed to control drug use during the construction of the Shearon Harris plant. I will describe the CP&L policy and procedure for drug abuse at the Shearon Harris site, and the communication of this policy to the employees. Second, I will provide information on the urinalysis drug screen test used to identify drug use by current and prospective employees. Third, I will describe the instruction on drug abuse provided to all CP&L employees, and the additional training provided to supervisors and managers. Finally, I will identify the personnel policies followed once an employee is identified as or suspected of being involved in drug activity.

4. CP&L employees at the Shearon Harris site are subject to CP&L's Drug and Alcohol Abuse Statement of Practice. The Statement, minus the provisions related to alcohol abuse, is as follows:

The use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or other controlled substances by an employee while on Company business or on Company property will result in disciplinary actions, including possible termination.

Any other use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or controlled substances by an employee that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or

governmental confidence in the manner in which the Company carries out its responsibilities, may result in disciplinary action, including possible termination.

This statement of practice does not apply to medication prescribed by a licensed physician and taken in accordance with such prescription.

5. In order to provide guidance for assuring that Company practice on drug and alcohol abuse is adhered to at nuclear power plant sites, CP&L has adopted a Drug and Alcohol Interdepartmental Procedure. The Procedure prescribes the responsibilities of Department/Nuclear Project Managers, Manager-Employee Relations, and Department/Nuclear Project Section Managers. A copy of the procedure is provided as Attachment B to this affidavit.

6. Applicants for employment with CP&L at the Shearon Harris site are fully informed of the Company's Drug and Alcohol Abuse Statement of Practice and related Drug and Alcohol Interdepartmental Procedures. They are advised that a thorough five-year background investigation will be conducted, that drug screening procedures are a part of the required pre-employment physical examination, and that a professional evaluation using the Minnesota Multiphasic Personality Inventory (MMPI) is a part of the total preemployment procedure. Applicants are told that if the drug screen indicates the presence of drugs or controlled substances, not obtained and used according to a valid prescription, they will not be considered further for employment. Also, if the MMPI indicates a background of or tendency

toward drug or alcohol abuse or aberrant behavior in the opinion of professional advisors to the Company, they may not be considered further for employment.

7. Once employed, CP&L personnel assigned to the Harris site receive an instructional program entitled "Drug and Alcohol Abuse Orientation for CP&L Employees," presented by Employee Relations and the Harris Training Unit. The instruction familiarizes employees with CP&L's Drug and Alcohol Abuse Practice and Procedures, the adverse impact of drug and alcohol abuse, and CP&L's Employee Assistance Program. Each employee is given the CP&L "Drug and Alcohol Abuse Reference Manual," a copy of which is Attachment C to this affidavit. The Manual includes the Statement of Practice, a message from the Chairman/President of CP&L, and a summary of the Drug and Alcohol Interdepartmental Procedures. The Manual advises the employee that the Company may undertake announced or unannounced inspections, investigations and searches for illegal drugs and controlled substances. The Manual states that "the results of such actions may include a request that an employee have a Company-approved medical examination which will include a drug screen" and that "any employee who refuses to allow or cooperate with a properly authorized inspection, investigation or search may be subject to disciplinary action, including possible termination." The last page of the Manual is detached and retained as the employee-signed record of participation in the orientation, of the employee's agreement to abide by the

Statement of Practice and related Procedures, and of the employee's understanding that compliance with the Statement of Practice and related Procedures is required for continued employment with CP&L.

8. As I have indicated, a urinalysis drug screen test is used by CP&L for applicants for employment at the Harris site, and for site employees suspected of involvement in drug activity. Each employee consents to this examination as a condition of employment. I am the authorized CP&L agent for the Harris area who may order a drug screen urinalysis test. The urine specimen is collected by a local physician and, pursuant to an established written procedure designed to assure sample authenticity, is delivered to CompuChem Laboratories, Research Triangle Park, North Carolina, with whom CP&L has a business agreement to perform urinalyses for the detection of drug use. The drug classes included in the CompuChem analysis are amphetamines, barbituates, benzodiazepines, cannabinoids, cocaine, methadone, methaqualone, opiates, and phencyclidine. Each urine sample submitted to CompuChem first undergoes an Enzyme Multiplied Immunoassay Technique (EMIT) qualitative analysis. All positive EMIT analyses are confirmed by Gas Chromatography/Mass Spectroscopy (GC/MS) quantitative analysis. This test program ensures that if a drug is present, it will be detected by the EMIT test, and the quantity confirmed through the GC/MS analysis.

9. CP&L has a drug awareness training program for CP&L managers and supervisors (including first-line supervisors, i.e., foremen) at the Harris site designed to prepare them to recognize drugs and drug-related behavior, and to understand their responsibilities when such substances or behaviors are observed or reported on the job. The supervisor is responsible for reporting any information on suspected drug activity, for removing from the job any employee having possession of or under the influence of drugs, and for initiating disciplinary action in accordance with the provisions of the Company's Drug and Alcohol Abuse Statement of Practice. The drug awareness training program enables supervision to carry out these responsibilities effectively. In developing its drug and alcohol abuse education efforts, CP&L utilized the expertise and guidance of numerous individuals and organizations with valuable experience, including other utility companies, Federal and local law enforcement personnel, the academic community, and consulting firms with national experience in the prevention of drug and alcohol abuse.

10. CP&L supervisors and managers at the Harris Plant have attended a "Drug and Alcohol Workshop for Supervisors," initially presented by the Plant Manager or his designee, the plant personnel representative and/or a designated instructor from the Employee Relations Department. This program provides the participants with a comprehensive review of CP&L's Drug and Alcohol Abuse Practices and Procedures and of their supervisory

responsibilities under those Practices and Procedures. Participants are then provided with the skills necessary to implement the Practices and Procedures. Subsequently, this training was incorporated into a "Workshop in the Assessment of Aberrant Behavior," a 12 to 16-hour course presented by Management Consultants of Chapel Hill. That course includes 4 hours of instruction devoted to drug and alcohol abuse problems, practices and procedures. Each manager and supervisor receives, as a part of the drug awareness training program, the CP&L Supervisor's Reference Manual, Drug and Alcohol Abuse. This manual, a copy of which is provided as Attachment D to this affidavit, illustrates the scope and content of the training provided. In addition to the Practices and Procedures, the manual describes drugs of common abuse (including identification of the drug, methods of use and signs/symptoms of use), guidance on observing and documenting changes in employee behavior, guidelines for administering CP&L's policy on drug abuse, behavior and job performance warning signs, a check-list for observing employee behavior, and guidelines for conducting a disciplinary interview.

11. In addition to this on-going and repeated (for new supervisors/managers) training program, CP&L in 1984 gave special attention to drug abuse control. On August 1, 1984, CP&L management gathered for a briefing on drug and alcohol abuse control, presented by Mr. Peter Bensinger, President of Bensinger, Dupont & Associates, Inc. Mr. Bensinger is one of

the foremost experts on drug and alcohol abuse in the United States. Subsequently, refresher training on drug and alcohol abuse was conducted by Mr. Bensinger's associates and CP&L personnel at the Harris site in August, 1984, for CP&L supervisors. A description of this refresher training is provided as Attachment E to this affidavit.

12. In a further effort to remind personnel of the importance the Company attaches to its drug and alcohol abuse practices and procedures, CP&L employees at the Harris site, as well as contractor personnel who attend the routine safety meetings, recently received a videotape "Drug and Alcohol Abuse Refresher Training" session presented by Mr. Edward E. Utley, CP&L Senior Executive Vice President. A transcript of the videotape is provided as Attachment F to this affidavit.

13. In my position as Director-Personnel Relations for the Harris site, I can state unequivocally that CP&L vigorously enforces its drug abuse policy. Our consistent practice has been to encourage employees to cooperate with the implementation of that policy, but to terminate employees who violate it.

John D. Ferguson

Sworn to and subscribed before me
this 7 day of July, 1985.

Notary Public

My commission expires: 2-5-88

ATTACHMENTS TO AFFIDAVIT OF JOHN D. FERGUSON

- Attachment A: Resume of John D. Ferguson
- Attachment B: Drug and Alcohol Interdepartmental Procedure
- Attachment C: Drug and Alcohol Abuse Reference Manual
- Attachment D: CP&L Supervisor's Reference Manual, Drug and Alcohol Abuse
- Attachment E: CP&L Drug and Alcohol Awareness and Supervisory Training Program
- Attachment F: Videotape Session, Drug and Alcohol Abuse Refresher Training

JOHN DAVID FERGUSON
1809 SPINY RIDGE CT.
RALEIGH, NORTH CAROLINA
27612

Home Phone: 848-2287 (919)

Work Phone: 362-2642 (919)

OBJECTIVE

A managerial position in personnel administration.

EDUCATION

High School - Burbank High School, Burbank, California. Concentration in pre-college curriculum with emphasis on math and science.

College - United States Military Academy, West Point, New York. Bachelor of Science degree in General Engineering with courses in managerial science.

Graduate - University of Kentucky, Fort Knox, Kentucky. Seven credits in psychology.

EXPERIENCE SUMMARY

Managerial - Over 12 years of management experience in the United States Army and industry.

Personnel Administration - Generalist experience (8 years) and recruitment of technical and administrative professionals (4 years).

Training - Experience in training employees and supervisors in labor relations, EEO, recruitment, drug/alcohol seminars, and interviewing techniques.

Maintenance/Logistics - Preventive maintenance, program development, procurement, accounting, and planning.

Start-up - Support of plant start-up of a nuclear power plant in a personnel relations capacity.

WORK HISTORY

September 1977 - Present: Carolina Power and Light Company

May '83 - Present: Director - Personnel Relations Harris Area
Provide the personnel support in the start-up of a nuclear power plant and an environmental center. Population of the area is 1200 personnel. Duties include the management of a personnel office including personnel relations (generalist personnel duties), recruitment of all categories of people needed to build and support the plant, and safety which includes preventive as well as investigative responsibilities.

August '81 - May '83: Personnel Representative

Provide personnel support to a nuclear and a fossil power plant as well as an environmental center. Total population of the area covered was approximately 625 personnel. The duties included policy interpretation, career counseling, wage and benefit administration, training, employment, and solving personnel related problems to support management.

June '80 - July '81: Coordinator - Professional Recruitment

Managed the recruitment activities of all categories of professional personnel. This included the recruitment scheduling, budget preparation and compliance, planning, and developing strong ties with placement directors and faculty members at 32 different schools.

September '77 - May '80: Recruitment Representative/Sr. Recruitment Rep.

Responsible for all engineering recruitment including advertising, campus interviewing, test administration, and scheduling. Involved in the implementation of a computerized applicant flow system.

July 1977 - September 1977 Seeking Employment

June 1972 - July 1977: United States Army

October '76 - July '77: Troop Commander

Managed the basic and advanced training of new army recruits for the cavalry branch of the Army. Duties included the management of tactical training, supply, maintenance of equipment to support the training, development and implementation of performance measurements, and the health and welfare of 200 personnel on a 13 week rotating cycle.

September '75 - October '76: Personnel Officer

Managed the personnel function in military organizations. I was responsible for the administration of pay, judicial and non-judicial punishment, race relations and equal opportunity training, recruitment, safety, awards, transfers, and personnel utilization.

October '74 - September '75: Troop Executive Officer

Responsible for the logistics in a 160 man unit. I managed the troop maintenance program to include the preventive maintenance activities as well as procurement and planning.

April '73 - October '74: Platoon Leader

Responsible for the training and welfare of 40 personnel. I managed the maintenance of the platoon weapons systems and vehicles as well as tactical maneuvers. Equipment worth was approximately \$3 million.

June '72 - April '73: Training

PROFESSIONAL/COMMUNITY ORGANIZATIONS

Professional - American Society of Personnel Administrators

Community - Saint Francis United Methodist Church

REFERENCES - Furnished upon request

COMPANY DRUG AND ALCOHOL STATEMENT OF PRACTICE AND
DRUG AND ALCOHOL INTERDEPARTMENTAL PROCEDURE

SUBJECT: Drug and Alcohol Abuse

APPLICABILITY: Employees assigned to or granted unescorted access to nuclear power plant sites.

PURPOSE: To provide guidance for assuring that Company practice on drug and alcohol abuse is adhered to at nuclear power plant sites and to meet regulatory and public acceptance criteria.

STATEMENT OF PRACTICE:

The use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or other controlled substances by an employee while on Company business or on Company property will result in disciplinary action, including possible termination.

Any other use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or controlled substances by an employee that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities, may result in disciplinary action, including possible termination.

The use of alcoholic beverages by an employee on or away from Company property that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities may result in disciplinary action, including possible termination.

This statement of practice does not apply to medication prescribed by a licensed physician and taken in accordance with such prescription.

PROCEDURE:

RESPONSIBILITY ACTION

- | | |
|---|--|
| Department/
Nuclear
Project
Managers | <ol style="list-style-type: none"> 1. Ensure that all employees granted access to nuclear plant sites participate in a drug awareness orientation program. A dated record of attendance in this program should be signed by each participating employee and kept on file. 2. Ensure that all managers and supervisors at nuclear power plant sites participate in a drug awareness training program. A dated record of attendance in this program should be signed by each participating manager or supervisor and kept on file. |
|---|--|

3. Require all contractors whose employees are granted access to operating nuclear plant sites to institute control measures to prevent the use, possession, or sale of drugs or controlled substances on Company property, or while engaged in contract work for the Company.
4. Ensure that all employees are aware of the provisions of the Employee Assistance Program.
5. If it becomes necessary, the Company may exercise its option, upon the authorization of the appropriate department head and the department Manager - Employee Relations, to carry out unannounced investigations, inspections, and searches for illegal drugs and controlled substances. These investigations, inspections, and searches may be conducted using such techniques as physical searches, polygraph, chemical screening, trained animals, etc. They may be conducted by Company, contractor, or security personnel. These investigations, inspections, or searches may be conducted in or outside the presence of the employees who may be affected or in some way connected with the object of the investigation, inspection, or search.

Manager-
Employee
Relations

1. Ensure that all applicants who are being considered for positions which require access to nuclear power plant sites are fully informed by the appropriate recruiter or personnel representative that drug screening procedures are included in the required pre-employment physical examination; and, that if these procedures indicate the presence of drugs or controlled substances, not obtained by a valid prescription, the applicant will not be further considered for employment.
2. Direct that the Minnesota Multiphasic Personality Inventory (MMPI) and drug screening procedures are a part of the pre-employment procedures for all applicants being considered for positions requiring access to nuclear power plant sites. If the professional evaluation of the MMPI indicates a background of or a tendency toward drug or alcohol abuse or aberrant behavior in the opinion of the Company, the applicant may not be considered further for employment.
3. Ensure that all employees who have less than three years of continuous service as a regular full-time employee with the Company and who are being considered for responsibility or assignment changes which would require access to nuclear power plant sites be

required to undergo drug screening procedures and be evaluated through the administration of the Minnesota Multiphasic Personality Inventory (MMPI) prior to being granted access to such sites. If the drug screening procedures indicate the presence of drugs or controlled substances, not obtained by a valid prescription; or if the professional evaluation of the MMPI indicates a background of or a tendency toward drug or alcohol abuse or aberrant behavior in the opinion of the Company, the employee may not be granted access to nuclear power plant sites and may be subject to disciplinary action, including possible termination.

4. Ensure that all applicants who are being considered for positions requiring access to nuclear power plant sites and all employees are fully aware of the Company's Drug and Alcohol Abuse Statement of Practice.
5. Ensure that a drug awareness orientation program be developed for all employees filling positions which require access to nuclear power plant sites. The program objectives will be to acquaint employees with the job-related hazards of drug use and with the Company practice regarding alcoholic beverages, drugs and controlled substances. This responsibility includes program maintenance and coordination of delivery.
6. Ensure that a drug awareness training program be developed for all managers and supervisors at nuclear power plant sites. The program objectives will be to prepare the participants to recognize drugs and drug-related behavior, and to understand their responsibilities when such substances or behaviors are observed or reported on the job. This responsibility includes program maintenance and coordination of delivery.
7. Ensure that all recruiters and appropriate personnel representatives participate in the above drug awareness training program and maintain on file a record of attendance.
8. Establish medical examination procedures, including drug screens, to be employed at the request of Plant General Manager. Such request will originate when an employee's behavior reasonably suggests to plant supervision that the employee is under the influence of drugs or controlled substances. Request may also result from properly authorized investigations, inspections, or searches.

Department/-
Nuclear Project
Section Managers

1. Ensures that any employee observed on the job having possession of or under the influence of drugs or controlled substances not obtained through a valid prescription, or under the influence of alcoholic beverages, is removed from the job by supervision. The supervisor is responsible for initiating disciplinary action in accordance with the provisions of the Company's Drug and Alcohol Abuse Statement of Practice.
2. Ensures that an employee whose behavior reasonably suggests the influence of alcoholic beverages, drugs or controlled substances is removed from the job by supervision and required to submit to a Company approved medical examination. If the examination confirms the use of such substances, the employee will be subject to disciplinary action. Refusal to submit to a Company approved medical examination under this provision will be grounds for disciplinary action, including possible termination.
3. Ensures that employees who report personal abuse of a drug or controlled substance to their supervisor are counseled and referred to the Employee Assistance Program. Temporary reassignment of duties by supervision may be necessary for such employees. Plant supervisory personnel are responsible for counseling these employees and may request assistance from Personnel Relations. The supervisor should ensure that the employee understands that participation in the Employee Assistance Program does not insure continued employment.
4. Provides to the appropriate Department Manager requests, with full justification, for investigations, inspections, and searches. Any plant manager or supervisor who feels that any such actions are needed should notify the Plant General Manager and provide full documentation of cause.
5. Ensures that plant supervisory Personnel request employees, who are reasonably available, to open their lockers, or other containers secured by the employee's lock, when such is necessary in any properly authorized investigation, inspection, or search before other means of entry are used.
6. Ensures that all employees are aware that refusal to allow or cooperate with properly authorized investigations, inspections, or searches may be grounds for disciplinary action, including possible termination.
7. Direct the development of site specific plans for the implementation and operation of these procedures.

8. Notify appropriate law enforcement officials of any suspected illegal activities involving drugs or controlled substances. Provide cooperation, when requested, in any investigation or legal action resulting from illegal activities involving drugs or controlled substances. Report to the Department/Nuclear Project Manager all requests received from law enforcement officials and all action and responses given to them.

REVISED 04/01/85

DRUG AND ALCOHOL ABUSE REFERENCE MANUAL



CP&L

Carolina Power & Light Company
Equal Opportunity Employer

Table of Contents

Foreword	2
Drug and Alcohol Abuse Statement of Company Practice	3
Summary of Drug and Alcohol Abuse Interdepartmental Procedures	3
CP&L's Employee Assistance Program	7

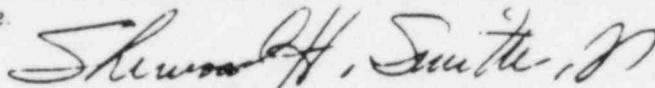
FOREWORD

Drug and alcohol abuse whether on or off the job is a serious concern to our Company. Much has been said and written about the damages to an individual's mind and body by such abuses. I will not dwell on these aspects of substance abuse. Rather, my focus is on the safety and work performance of all employees and the confidence of the public and government in the manner in which we carry out our responsibilities.

Our Company makes every effort to recruit and employ highly qualified and reliable people. Every employee's abilities and performance have an effect on the quality of service we provide to our customers. Ideally it is my sincere desire that not a single CP&L employee has any problem related to the abusive use of any drug or alcohol. Realistically our Company is representative of society and shares to some degree in the trends and problems of these times. For management to ignore these issues would be to display an attitude of irresponsibility toward the health and safety of every employee and to disregard much of our responsibility to our customers. In addition, our Company is subject to constant regulatory review and public scrutiny in all that we do.

Although we would prefer to never intrude into your personal life there may be times when it can not be avoided. To ensure that all employees and especially management understand the Company's position with regard to drug and alcohol abuse, we have established practices and procedures to be followed. These practices and procedures along with some other useful information are contained in this reference manual for your future use. In support of these procedures, all supervisors will participate in a special training program to prepare them to recognize certain drugs and drug related behaviors and to understand the actions that they must take under these circumstances. As you are aware, we have an Employee Assistance Program available to aid any employee who has a significant personal problem, including those related to drug and alcohol abuse.

In summary, we are taking significant and appropriate action to deal effectively with the various issues pertaining to drug and alcohol abuse. A management response alone cannot be the entire solution to any corporate concern. Our Company would not enjoy its nationally recognized reputation for safety if it were not for a conscious and willing safety effort on the part of every employee. Likewise, it will take a conscious and willing effort by each of us to ensure that our work environment remains free from the effects of drug and alcohol abuse. I encourage you to familiarize yourself with the contents of this manual and to direct your questions or concerns about drug and alcohol abuse to your supervisor or personnel representative.



Sherwood H. Smith, Jr.
Chairman/President

CAROLINA POWER AND LIGHT COMPANY
DRUG AND ALCOHOL ABUSE
STATEMENT OF PRACTICE

The use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or other controlled substances by an employee while on Company business or on Company property will result in disciplinary action, including possible termination.

Any other use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or controlled substances by an employee that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities, may result in disciplinary action, including possible termination.

The use of alcoholic beverages by an employee on or away from Company property that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities may result in disciplinary action, including possible termination.

This statement of practice does not apply to medication prescribed by a licensed physician and taken in accordance with such prescription.

SUMMARY OF DRUG AND ALCOHOL
INTERDEPARTMENTAL PROCEDURES

Employees

CP&L employees whose assigned work location is on a Company nuclear power plant site and others who require unescorted access clearance to operating Company nuclear power plants, even though their regular assigned work location may be somewhere else, are covered by the Company Drug and Alcohol Abuse Statement of Practice and related Drug and Alcohol Interdepartmental Procedures.

Employees covered by these procedures will participate in a drug awareness orientation program to familiarize them with the job-related hazards of drug use, the Company Drug and Alcohol Abuse Statement of Practice, related Drug and Alcohol Interdepartmental Procedures, and the Employee Assistance Program. Those who have management or supervisory responsibilities will also participate in a drug awareness training program to prepare them to recognize drugs and drug-related behavior, and to understand their responsibilities when such substances or behaviors are observed or reported on the job. A Drug and Alcohol Abuse Reference Manual will be given to each employee attending the orienta-

tion program. A record of attendance and participation will be made and kept on file.

Any employee observed on the job having possession of or under the influence of drugs or controlled substances will be removed from the job by supervision and be subject to disciplinary action, including possible termination. Any employee whose behavior on the job reasonably suggests the influence of alcoholic beverages, drugs or controlled substances will be removed from the job by supervision and required to have a Company-approved medical examination which may include a drug screen. If the medical examination confirms the use of drugs or controlled substances not obtained and used according to a valid prescription, or the use of alcoholic beverages, the employee will be subject to disciplinary action, including possible termination. An employee's refusal to undergo the required medical examination will be considered sufficient cause for disciplinary action, including possible termination.

Any employee who reports personal abuse of alcoholic beverages, drugs or controlled substances to supervision before it is observed on the job will be counseled and will be referred to the Employee Assistance Program. In such cases the employee should understand that a temporary reassignment of duties may be necessary and that participation in the Employee Assistance Program does not guarantee continued employment.

If it becomes necessary, Company management will authorize announced or unannounced inspections, investigations, and searches for illegal drugs and controlled substances. Such actions may involve a single employee or a group of employees. If an employee is reasonably available during an inspection, investigation, or search when it is necessary to open a locker or other personal container secured by a lock, the employee will be requested to open the locker or personal container before any other means of entry is used. However, in such situations, if the involved employee is not reasonably available, appropriate measures will be taken to open the locker or personal container.

Inspections, investigations, and searches may require the use of such techniques as physical searches, polygraphs, chemical screenings, trained animals, etc. and may be carried out by Company, security, or contractor personnel. The results of such actions may include a request that an employee have a Company-approved medical examination which will include a drug screen. If the medical examination confirms the use of drugs or controlled substances not obtained and used according to a valid prescription, the employee will be subject to disciplinary action, including possible termination.

Any employee who refuses to allow or cooperate with a properly authorized inspection, investigation, or search may be subject to disciplinary action, including possible termination.

An employee's use, possession, or sale of drugs or controlled substances on or away from Company property which may adversely affect the employee's job performance or reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities may result in disciplinary action, including possible termination.

Company employees with less than three years continuous service as a regular full time employee who are not covered by these procedures, but who are being considered for responsibility or assignment changes which would cause them to become covered by these procedures, will be required to have a drug screen and be evaluated using the Minnesota Multiphasic Personality Inventory (MMPI). If the drug screen or the MMPI evaluation produce unacceptable results in the opinion of the Company, the employee may not be granted those responsibility or assignment changes being considered. If the presence of drugs or controlled substances, not obtained and used according to a valid prescription, is determined, the employee may be subject to disciplinary action, including possible termination.

Applicants

Applicants for employment with the Company in any position located at a nuclear power plant site or which requires unescorted access clearance to operating Company nuclear power plants will be fully informed of the Company's Drug and Alcohol Abuse Statement of Practice and related Drug and Alcohol Interdepartmental Procedures. They will be advised that drug screening procedures are a part of the required pre-employment physical examination and that a professional evaluation using the Minnesota Multiphasic Personality Inventory (MMPI) is a part of the total pre-employment procedure. They will be told that if the drug screen indicates the presence of drugs or controlled substances, not obtained and used according to a valid prescription, they will not be further considered for employment. Also, if the MMPI indicates a background of or tendency toward drug or alcohol abuse or aberrant behavior in the opinion of the Company, they may not be considered further for employment.

General

Contractors engaged in work for the Company at operating nuclear power plant sites will be required to institute drug and alcohol abuse control procedures for their employees working at those sites.

The Company will continue its practice of cooperating with appropriate law enforcement agencies in investigations or legal actions relating to the use, possession, or sale of illegal drugs or controlled substances by Company employees or on Company property.

Carolina Power and Light Company

Employee Assistance Program

Begun in April 1982, the Employee Assistance Program is designed to help employees who develop personal and/or medical problems which may affect job performance. Employees are counseled and referred to resources according to their individual problems. Some of the more prevalent problem areas are likely to be: alcoholism, drugs, financial, emotional difficulties and family and marital concerns.

The Employee Assistance Program is designed to serve the immediate family of the employee since personal family problems often impact upon the job performance of the employee. Further, every effort is made to encourage employees to seek confidential assistance through this program before such problems have an effect on the job.

This assistance is a response to the Company's recognition that any employee can develop a non-job related problem that adversely affects job performance. However, it is ultimately the employee's responsibility to maintain acceptable job performance whether or not the employee requests help from the Employee Assistance Program.

The Director of the Employee Assistance Program is located in Suite 304/5 of the Lawyers Building, 320 South Salisbury Street, Raleigh. There are several ways to contact the Employee Assistance Program Office: in Raleigh, phone 836-7742; in North Carolina phone toll-free 1-800-662-8800; in South Carolina 1-800-334-8316. A telephone answer service is provided to assist in handling calls 24 hours a day, 7 days a week.

**Acknowledgement of Attendance:
Drug and Alcohol Abuse Orientation for
Carolina Power & Light Company Employees**

I, _____, hereby acknowledge
that I have attended the Drug and Alcohol Abuse Orientation
for CP&L Employees conducted at _____
on this date, and I have received the Company's *Drug and*
Alcohol Abuse Reference Manual. (Training Location)

I understand the Company's Statement of Practice and
related Interdepartmental Procedures on drug and alcohol
abuse and I agree to abide by them.

I further understand that compliance with the provisions of
the Company's Drug and Alcohol Abuse Statement of Prac-
tice and related Drug and Alcohol Interdepartmental Proce-
dures is required for continued employment with the
Company.

Employee Signature

Social Security #

Date: _____



CP&L

Carolina Power & Light Company

SUPERVISOR'S REFERENCE MANUAL

DRUG AND ALCOHOL ABUSE

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Mr. Peter B. Bensinger, President; Bensinger, Dupont & Associates,
Chicago, IL.

Mr. Art Benson, Director of Security, Georgia Power Company, Atlanta, GA

Mr. Ed Bomsey, Employee Relations Manager, Edison Electric Institute,
Washington, DC

Ms. Rebecca Brownlea, Executive Director, Wake County Drug Action
Council, Raleigh, NC

Mr. Joe Coulter, Director, Employee Guidance Program, Duke Power Company,
Charlotte, NC

Mr. Robert H. Feldkamp, Chief, Public Information Center, U.S. Drug
Enforcement Administration

Keith M. Halperin, Ph.D., Personnel Decisions, Inc., Minneapolis, MN

Mr. C. W. "Bill" Hart, Security Training Unit Supervisor, Baltimore Gas
and Electric, Baltimore, MD

Mr. Paul Jarcho, Director, Social Resource Center, Northern States Power
Company. Minneapolis, MN

Mr. Phill McKenna, Director, Employee Assistance Program, Baltimore Gas
and Electric, Baltimore, MD

Mr. Randolph B. Means, III, Police Attorney, City of Charlotte, NC

D. J. Moffie, Ph.D., Management Consultants of Chapel Hill, Inc., Chapel
Hill, NC

Mr. John O'Leary, Director, South Carolina Criminal Justice Academy,
Columbia, SC

Ms. Deborah Walsh Smith, Director, Employee Assistance Program of the
Wake County Occupational Health Center, Raleigh, NC

Carolina Power and Light Company

Supervisor's Reference Manual on Drug and Alcohol Abuse

Table of Contents

	Page
Introduction	
CP&L Drug and Alcohol Abuse Practice and Interdepartmental Procedures . (Revised, 4/1/85).	1
Alcohol and Alcoholism	6
Drugs of Abuse	10
Observation and Documentation of Changes in Employee Behavior	20
*Supervisor's Guidelines for Administering the Company Policy on Drug and Alcohol Abuse	24
*Questions and Answers for Supervisors Regarding Drug and Alcohol Abuse	26
*Behavior and Job Performance Warning Signs	32
Supervisor's Check-List in Observing Behavior	33
Guidelines for Conducting A Disciplinary Interview	39

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Introduction

The use of alcohol and other drugs is widespread in our society, so much so that a great deal of research and relevant information exists on substance abuse. This Supervisor's Reference Manual is not intended to be a comprehensive source of information on alcohol and drug abuse. Instead, this manual contains practical materials for use by you, the supervisor, in effectively dealing with employee drug and alcohol abuse problems.

Substance abuse among employees is a serious concern to managers throughout the United States. Consider these facts:

- . National statistics reveal that approximately 20% of the American work force abuse alcohol or other drugs.
- . Figures from the National Safety Council point to alcohol as a factor in about half of the auto crashes in which there was a fatality.
- . The cost of alcoholism to the nation has been estimated to be \$25 billion a year due to absenteeism, health and welfare services, property damage and medical expenses.
- . Approximately 35,000,000 Americans use stimulants, sedatives or tranquilizers.
- . More than 25,000,000 Americans use marijuana; some 50% of users are between the ages of 18 and 25.

The consequences of these factors to industry, family and community are indeed alarming. Like many other companies, Carolina Power & Light recognizes its responsibility to its employees, customers and investors in dealing effectively with the implications of these national social trends. This reference manual is only one component of an extensive and systematic corporate response to substance abuse among employees. CP&L's efforts in this area are consistent with the Company's long-standing goals of providing its employees with a safe and productive work environment to assure the efficient and dependable delivery of service to our customers.

COMPANY DRUG AND ALCOHOL STATEMENT OF PRACTICE AND
DRUG AND ALCOHOL INTERDEPARTMENTAL PROCEDURE

SUBJECT: Drug and Alcohol Abuse

APPLICABILITY: Employees assigned to or granted unescorted access to nuclear power plant sites.

PURPOSE: To provide guidance for assuring that Company practice on drug and alcohol abuse is adhered to at nuclear power plant sites and to meet regulatory and public acceptance criteria.

STATEMENT OF PRACTICE:

The use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or other controlled substances by an employee while on Company business or on Company property will result in disciplinary action, including possible termination.

Any other use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or controlled substances by an employee that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities, may result in disciplinary action, including possible termination.

The use of alcoholic beverages by an employee on or away from Company property that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities may result in disciplinary action, including possible termination.

This statement of practice does not apply to medication prescribed by a licensed physician and taken in accordance with such prescription.

PROCEDURE:

RESPONSIBILITY ACTION

Department/
Nuclear
Project
Managers

1. Ensure that all employees granted access to nuclear plant sites participate in a drug awareness orientation program. A dated record of attendance in this program should be signed by each participating employee and kept on file.
2. Ensure that all managers and supervisors at nuclear power plant sites participate in a drug awareness training program. A dated record of attendance in this program should be signed by each participating manager or supervisor and kept on file.

3. Require all contractors whose employees are granted access to operating nuclear plant sites to institute control measures to prevent the use, possession, or sale of drugs or controlled substances on Company property, or while engaged in contract work for the Company.
4. Ensure that all employees are aware of the provisions of the Employee Assistance Program.
5. If it becomes necessary, the Company may exercise its option, upon the authorization of the appropriate department head and the department Manager - Employee Relations, to carry out unannounced investigations, inspections, and searches for illegal drugs and controlled substances. These investigations, inspections, and searches may be conducted using such techniques as physical searches, polygraph, chemical screening, trained animals, etc. They may be conducted by Company, contractor, or security personnel. These investigations, inspections, or searches may be conducted in or outside the presence of the employees who may be affected or in some way connected with the object of the investigation, inspection, or search.

Manager-
Employee
Relations

1. Ensure that all applicants who are being considered for positions which require access to nuclear power plant sites are fully informed by the appropriate recruiter or personnel representative that drug screening procedures are included in the required pre-employment physical examination; and, that if these procedures indicate the presence of drugs or controlled substances, not obtained by a valid prescription, the applicant will not be further considered for employment.
2. Direct that the Minnesota Multiphasic Personality Inventory (MMPI) and drug screening procedures are a part of the pre-employment procedures for all applicants being considered for positions requiring access to nuclear power plant sites. If the professional evaluation of the MMPI indicates a background of or a tendency toward drug or alcohol abuse or aberrant behavior in the opinion of the Company, the applicant may not be considered further for employment.
3. Ensure that all employees who have less than three years of continuous service as a regular full-time employee with the Company and who are being considered for responsibility or assignment changes which would require access to nuclear power plant sites be

required to undergo drug screening procedures and be evaluated through the administration of the Minnesota Multiphasic Personality Inventory (MMPI) prior to being granted access to such sites. If the drug screening procedures indicate the presence of drugs or controlled substances, not obtained by a valid prescription; or if the professional evaluation of the MMPI indicates a background of or a tendency toward drug or alcohol abuse or aberrant behavior in the opinion of the Company, the employee may not be granted access to nuclear power plant sites and may be subject to disciplinary action, including possible termination.

4. Ensure that all applicants who are being considered for positions requiring access to nuclear power plant sites and all employees are fully aware of the Company's Drug and Alcohol Abuse Statement of Practice.
5. Ensure that a drug awareness orientation program be developed for all employees filling positions which require access to nuclear power plant sites. The program objectives will be to acquaint employees with the job-related hazards of drug use and with the Company practice regarding alcoholic beverages, drugs and controlled substances. This responsibility includes program maintenance and coordination of delivery.
6. Ensure that a drug awareness training program be developed for all managers and supervisors at nuclear power plant sites. The program objectives will be to prepare the participants to recognize drugs and drug-related behavior, and to understand their responsibilities when such substances or behaviors are observed or reported on the job. This responsibility includes program maintenance and coordination of delivery.
7. Ensure that all recruiters and appropriate personnel representatives participate in the above drug awareness training program and maintain on file a record of attendance.
8. Establish medical examination procedures, including drug screens, to be employed at the request of Plant General Manager. Such request will originate when an employee's behavior reasonably suggests to plant supervision that the employee is under the influence of drugs or controlled substances. Request may also result from properly authorized investigations, inspections, or searches.

Department/-
Nuclear Project
Section Managers

1. Ensures that any employee observed on the job having possession of or under the influence of drugs or controlled substances not obtained through a valid prescription, or under the influence of alcoholic beverages, is removed from the job by supervision. The supervisor is responsible for initiating disciplinary action in accordance with the provisions of the Company's Drug and Alcohol Abuse Statement of Practice.
2. Ensures that an employee whose behavior reasonably suggests the influence of alcoholic beverages, drugs or controlled substances is removed from the job by supervision and required to submit to a Company approved medical examination. If the examination confirms the use of such substances, the employee will be subject to disciplinary action. Refusal to submit to a Company approved medical examination under this provision will be grounds for disciplinary action, including possible termination.
3. Ensures that employees who report personal abuse of a drug or controlled substance to their supervisor are counseled and referred to the Employee Assistance Program. Temporary reassignment of duties by supervision may be necessary for such employees. Plant supervisory personnel are responsible for counseling these employees and may request assistance from Personnel Relations. The supervisor should ensure that the employee understands that participation in the Employee Assistance Program does not insure continued employment.
4. Provides to the appropriate Department Manager requests, with full justification, for investigations, inspections, and searches. Any plant manager or supervisor who feels that any such actions are needed should notify the Plant General Manager and provide full documentation of cause.
5. Ensures that plant supervisory Personnel request employees, who are reasonably available, to open their lockers, or other containers secured by the employee's lock, when such is necessary in any properly authorized investigation, inspection, or search before other means of entry are used.
6. Ensures that all employees are aware that refusal to allow or cooperate with properly authorized investigations, inspections, or searches may be grounds for disciplinary action, including possible termination.
7. Direct the development of site specific plans for the implementation and operation of these procedures.

8. Notify appropriate law enforcement officials of any suspected illegal activities involving drugs or controlled substances. Provide cooperation, when requested, in any investigation or legal action resulting from illegal activities involving drugs or controlled substances. Report to the Department/Nuclear Project Manager all requests received from law enforcement officials and all action and responses given to them.

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Alcohol and Alcoholism

By far the most abused drug in our society, the drug ethyl alcohol or ethanol is the main type of alcohol found in alcoholic beverages. Ethyl alcohol can be made synthetically, or as it has been for centuries, produced naturally by the fermentation of fruits, vegetables or grains. The percentage of alcohol contained in alcoholic beverages varies greatly. For example, most beer contains about 5% of absolute alcohol by volume, table wines contain 10% - 14% absolute alcohol and distilled spirits - whiskey, rum, gin, vodka, etc. - contain approximately 40% of absolute alcohol. It is important to note that a person can become an alcoholic on any beverage containing any amount of alcohol.

The effects of alcohol like any drug depend on the amount ingested at one time, the previous drug experience of the user, and the manner and circumstances in which the drug is taken. Alcohol is absorbed into the bloodstream from the stomach and the intestines. It is carried to the liver and then to the heart and distributed throughout the body's tissues.

Alcohol decreases the activity of parts of the brain and spinal cord in proportion to the amount of alcohol in the bloodstream. The blood alcohol level, that is the proportion of alcohol present in the drinker's bloodstream, depends on several factors. These factors include the amount of alcohol consumed, the rate of consumption, the amount and kind of food in the stomach, and the drinker's physical size and build. Thus, the short term effects of alcohol consumption will vary according to the presence or degree of previously mentioned blood alcohol level factors.

Alcoholism, a progressive disease, is an individual's loss of control over his intake of alcohol to the degree that it seriously interferes with his life - his job, his health and his family. This disease can take as long as seven years, however, to develop to the point of endangering a person's job. Some experts feel that alcoholism is the fourth most serious health problem in the United States today, preceded only by cancer, cardio-vascular disease and mental illness.

One portrait of an "average" alcoholic is:

skilled or semi-skilled worker, between 35 and 50 years of age, has been with the company for at least seven years, is married, maintains his/her own home, and has two or more children.

Regardless of the average, there are some basic truths about today's alcoholics:

1. The alcoholic misses more work days than the non-drinker, often with suspicious excuses and in a pattern.
2. The alcoholic reports late to work more frequently than the non-drinker. This happens not only at the start of the work day, but after lunch periods, breaks, etc.
3. The alcoholic exhibits a low frustration tolerance. He has little ability to persevere in a task, and the minor difficulties he encounters disrupt his performance. Often, he just gives up.
4. Alcoholics tend to be involved in more lost-time accidents than non-drinking workers.
5. Alcoholic workers act impulsively, sometimes with hostility. They show a lack of judgment in making decisions, and consequently, make more mistakes than others.
6. Alcoholic workers produce less than non-drinking workers. Often they are working with hangovers, as "half-men".
7. Alcoholics profess they can "take it or leave it". Periods of abstinence, or "going on the wagon," are broken by the progression of the disease.

8. When the alcoholic is confronted by family, friends, co-workers, etc. about his drinking, he makes brusque denials that a problem exists.
9. An alcoholic will arrange his/her daily activities so
 - (a) a steady supply of alcohol can be obtained and
 - (b) there will be enough time to drink the alcohol in a setting of the alcoholic's choice.

For business and industry, the early detection of an employee with a drinking problem is crucial.

Some of the earliest symptoms of a drinking problem are:

1. Employee leaves the job post temporarily
2. Absenteeism for one day at a time, often Monday, Friday, or the day adjoining a holiday, or absenteeism for half-day periods, particularly after lunch
3. Increasingly unusual and suspicious excuses for being absent
4. A lower quality of work
5. Employee's mood changes after lunch.
6. Red or bleary eyes
7. Loud talking
8. Drinking at lunch time
9. Longer lunch periods
10. Hand tremors
11. Frequent trips to the bathroom

Admitted alcoholics warn of the presence of the following signs during the very early stages of the disease:

1. Hangover on the job
2. Increases nervousness/jitteryness
3. Drinking in the morning, before work
4. Drinking during working hours
5. Leaving work early
6. Being late to work

As the disease progresses, continue to look for the above symptoms, and become aware of:

1. A less even, spasmodic work pace
2. A lower quantity of work
3. Hangovers on the job

Admitted alcoholics caution that, at this stage, the following also become evident:

1. Red or bleary eyes
2. Worker is more edgy/irritable
3. Worker avoids the boss or work associates

Later on in the early stages of alcoholism, the following signs will be displayed by the problem drinker:

1. Drinking during working hours
2. Avoiding the boss or work associates
3. Flushed face
4. An increase in real minor illnesses

Again, admitted alcoholics add signs to the list at this stage:

1. Mood changes after lunch
2. Longer lunch periods
3. Breath purifiers
4. Lower quality of work
5. Lower quantity of work

DRUGS OF ABUSE

The information contained in this section was developed from materials originally published by the United States Drug Enforcement Administration, the American Medical Association, National Institute On Drug Abuse, and Addiction Research Foundation of Ontario, Canada. For the purposes of this manual the following definition will be utilized:

Drug - any chemical substance that alters mood, perception or consciousness and may be misused to the apparent injury of the individual or society.

Commonly Misused Drugs

- I. **NARCOTICS** - A class of drugs which induces sleep or stupor relieves pain. This classification includes opiates and their derivatives.

A. **Opium** (*Papaver Somniferum*)

1. Description: The dried, coagulated milk of an unripe opium poppy.
2. Identification: A dark brown, coagulated, plastic-like substance.
3. Methods of use: Opium may be smoked through a long-stemmed pipe. It has for the most part been replaced by its more power derivatives, morphine and herion.

B. **Morphine**

1. Description: Medically, the preferred drug for the relief of pain. Morphine is widely used by addicts, particularly when heroin is difficult to obtain. It is derived from crude opium. Tolerance builds rapidly.
2. Identification: An odorless, light brown or white crystalline powder. Morphine may appear on the market as tablets, capsules, or in powder form.
3. Methods of use: Morphine is either injected as a liquid, or taken by mouth. It acts on the central nervous system as an analgesic or pain killer. Traces of morphine detectable by laboratory techniques remain in the body for 6-18 hours.
4. Signs and symptoms: Much like those of the more commonly misused drug, heroin.

C. Heroin (Diacetylmorphine)

1. Description: Heroin is much more potent than morphine and is a derivative of morphine. The intense euphoria or "high" produced by the drug has made heroin the most popular narcotic among addicts. Heroin is similar to all narcotic drugs in that tolerance to its effects rapidly develops. As a result, the user must take larger quantities. An individual may begin with a dose of two to eight milligrams but addicts may use as much as 450 milligrams per day as tolerance is acquired.
2. Identification: Most often found as an odorless, white, off-white, or light brown powder.
3. Methods of use: The most common administration is intravenous (mainlining). A drug user's "work kit" is used to convert heroin into a solution. The kit generally contains matches, a teaspoon with a bent handle or small metal bottle cap, medicine dropper, hypodermic needle, and a piece of cotton. The powder is put into a spoon, mixed with water and heated to form a solution. The solution is then injected into the blood stream, generally into the arm. The addict may use his belt as tourniquet to make a vein stand out. Heroin is also taken by mouth. When injected under the skin, the term "skin popping" is used. The effect is slower and less intense.
4. Signs and symptoms:
 - a. Scars ("tracks") on the arms or on the backs or hands, caused by injecting drugs.
 - b. Pupils constricted and fixed; possibly dilated during withdrawal.
 - c. Scratches self frequently.
 - d. Loss of appetite. Frequently eats candy, cookies, and drinks sweet liquids.
 - e. May have sniffles, red, watering eyes and a cough which disappears when he gets a "fix". During withdrawal the addict may be nauseated and vomiting. Flushed skin, frequent yawning, and muscular twitching are common. These symptoms also disappear when the addict gets a "fix".
 - f. Users often leaves syringes, bent spoons, cotton, needles, metal bottle caps, medicine droppers, and glassine bags in locker or desk drawers.
 - g. The user is lethargic, drowsy, and may go on the "nod" (i.e., an alternating cycle of dozing and awakening.)
 - h. Anyone dissolving tablets for injection runs a great risk and danger of lung impairment due to deposits of talcum (part of the tablet) obstructing or occluding the lung through the blood stream.

D. Codeine (Methylmorphine)

1. Description: A derivative of morphine, it is commonly available in cough preparations. Some of these cough preparations containing codeine have been available without prescription and they have been subject to abuse. Codeine is less addictive than morphine or heroin and less potent in terms of inducing euphoria. Withdrawal symptoms, when they occur, are less severe than with the more potent drugs. Codeine may be used for the maintenance of addiction or as a temporary replacement for morphine or heroin.
2. Identification: A white crystalline powder or tablet added to various liquids (cough syrup).
3. Methods of use: Most often taken internally by swallowing the liquid. On occasion, addicts will boil cough syrup to reduce the solution to a higher concentration of codeine.

II. STIMULANTS - A stimulant is a substance which increases the central nervous system reaction. The most widely known and used stimulant is caffeine which is found in coffee, tea, cola, and other beverages. Caffeine is, of course, very mild. The amphetamines, synthetic stimulants, and cocaine, a stimulant manufactured from the leaves of the coca bush, are stimulants controlled under Federal and North Carolina Law.

A. Amphetamines

1. Description: The stimulant effects of amphetamines are medically used to treat a variety of conditions including obesity, short term control of fatigue, Parkinsonism, depressive syndromes, behavior disorders, and poisoning by central nervous system depressants. Psychological dependence is common to amphetamine misuse. Abuse of stimulant drugs brings about hyperactivity, hallucinations, and a general excitability. Continuous misuse of amphetamines may produce a psychosis resembling paranoid schizophrenia with accompanying delusions and hallucinations. Amphetamine abuse can also produce high blood pressure and abnormal heart rhythm. Types of amphetamines include di-amphetamine (benzedrine), d-amphetamine (dexedrine, dextro-amphetamine).

Amphetamines may be used in a social setting although there are many solitary users. Many combine this stimulant with other drugs, including alcohol, to experiment with the effects obtained from the various combinations. Serious drug abusers most often inject amphetamines intravenously. In fact, the excitability and intense paranoia that result from amphetamine injection

suggests a much greater danger of violent outburst than would occur with a heroin addict. Amphetamine users often stay awake for days without food, undergoing hallucinations and bouts of paranoia, then lapsing into long, deep recovery sleeps. Unlike the "drifting off" effect of heroin, injected amphetamine creates a "flash" or "high" and an illusion of heightened mental power.

Methamphetamine (Speed): There has been an alarming increase in the number of "Speed" users, generally among teenagers and young adults. Methamphetamine is the most potent and hence the most dangerous of all the amphetamines. Its effects are similar to those from other drugs in this category but are far more intense.

2. Identification: Most amphetamines are legitimately manufactured in capsule or tablet form. The commonest form is a white powder in many operations.
3. Methods of use: Amphetamines are used as tablets, capsules, and in solution for injection. Most amphetamine users begin with low doses or oral amphetamine and slowly increase their dosage to 150 and 250 milligrams daily. When the desired results are not obtained, they change to the intravenous route. The toxic dose of amphetamine varies, depending upon the individual. Increased dosages are continually made in order to obtain the desired effects. Period of detectability in body fluids is 24-36 hours.
4. Signs and symptoms: Amphetamine users tend to be very talkative and engage in compulsive but purposeless activity such as dismantling and attempting to reassemble machinery that was working properly.

B. Cocaine (Erythroxyton Coca)

1. Description: Cocaine is an odorless, white fluffy powder. Cocaine is prohibited under the drug abuse laws. Cocaine is a potent central nervous system stimulant and therefore it is in no way similar to heroin or morphine, which are narcotics. It is a stimulant similar to the amphetamines. At one time, cocaine was widely used as a local anesthetic, but it has now been largely replaced by synthetic substitutes such as Procaine or Novacain or Xylocaine.
2. Identification: On the illegal market, cocaine appears generally as an odorless, white, fluffy powder.
3. Methods of use: Cocaine is generally sniffed and is absorbed through the mucous membrane of the nose. It can also be injected intravenously, directly into the bloodstream. The result of either method is a strong

stimulation of the central nervous system. One well-known method is to combine cocaine with heroin into a powerful injection known as a "speedball." Morphine is also used in combination with cocaine.

4. Signs and symptoms: The user will appear to have an euphoric feeling and be energetic. Pupils are dilated and fixed. Tremors may occur. The euphoric sensations are short lived and accompanied by periods of superiority. These are quickly replaced by feelings of anxiety and depression, sometimes accompanied by hallucinations and paranoid delusions.

III. SEDATIVES - Sedatives affect the central nervous system. They are used to induce sleep (hypnotic effect) or act to calm the nerves (sedative effect). They are known as tranquilizers or sleeping pills. There are three categories of sedatives: barbiturates, nonbarbiturates, and benzodiazepines.

A. Barbiturates

1. Description: A barbiturate is a sedative and a hypnotic drug which exerts a powerful depressant or calming action on the central nervous system. The medical uses for barbiturates are varied and extensive: nervous tension (to calm people suffering from anxiety), hypertension (to reduce blood pressure), insomnia (to induce sleep), epilepsy (to prevent convulsions). Barbiturates are also used for a variety of other physical and psychological ailments. Barbiturates, like heroin, create a physical and psychological dependence. The dangers of barbiturates lie in the withdrawal syndromes which include a lack of muscular coordination similar to epileptic seizures. Respiratory failure can also occur with withdrawal. As a result, barbiturate addicts must be withdrawn under close medical supervision. Convulsions can occur up to the 16th day of withdrawal. High doses of barbiturates among chronic users may create a feeling of elation, tranquility and well being.

There are three different classifications of barbiturates. They are:

- a. Those where the effect is slow in starting but of long duration, such as phenobarbital.
- b. Those where the effect is intermediate in terms of starting time and duration. These include butabarbital and amobarbital.
- c. The short acting, fast starters which include secobarbital and pentobarbital.

2. Identification: Barbiturates are most often manufactured in capsule or tablet form. The slang names for the barbiturates come from the color and shape of the capsule or tablet. Often a shortening of the trade name is used.
3. Methods of use: Barbiturates can be taken by mouth, intravenously or rectally. Daily doses, over a long period of time, of 0.4 grams have been claimed to produce a significant degree of dependence. Barbiturates depress the individual's mental and physical functions. The abuser is slow in speech, slow in action and very erratic in his judgment. On withdrawal, a long term barbiturate user experiences similar reactions to the hard core narcotic addict because his body develops a tolerance and suffers severely.
4. Signs and symptoms:
 - a. Behavior like that of alcohol intoxication, but without the odor of alcohol on breath.
 - b. Staggering, stumbling, or apparent drunkenness without odor or use of alcohol.
 - c. Falling asleep while at work.
 - d. Slurred speech.
 - e. Pupils dilated.
 - g. Difficulty concentrating.

B. Nonbarbiturate Sedatives

1. Description: Among the most commonly abused nonbarbiturate drugs are glutethimide (Doriden), meprobromate, (Miltown), methyprylon (Noludar), ethchlorvynol (Placidyl), and methagualone (Sopor, Quaalude). These are prescribed to help people sleep.
2. Identification - See Barbiturates
3. Methods of use - See Barbiturates
4. Signs and symptoms - See Barbiturates

C. Benzodiazepines

1. Description - This group of sedatives are often referred to as "minor tranquilizer". Benzodiazepines, especially diazepam (Valium) are prescribed to relieve anxiety, are commonly abused, and their rate of abuse and misuse is increasing. These tranquilizers act somewhat differently from other sedatives and are considered relatively less hazardous. But, even by themselves or in combination with other drugs (especially alcohol and other sedatives), they can be quite dangerous. Users can become dependent on

tranquilizers, as well as on other sedatives. As with any drug that produces dependence, uncomfortable physical symptoms have been associated with tranquilizer withdrawal.

About 50% of all the people admitted to emergency rooms as a result of nonmedical use of sedatives have a legitimate prescription for their drug.

2. Identification - See Barbiturates
3. Methods of use - See Barbiturates
4. Signs and symptoms - See Barbiturates

IV. Hallucinogens

A. Marijuana or Marihuana (*Cannabis sativa*)

1. Description: Marijuana is a plant which belongs to the hemp family. It can grow to heights of 12 to 14 feet. The active principle, tetrahydrocannabinol, is obtained from the amber colored resin of the flowering tops and leaves of the plant. The plant can grow in almost any climate and in most soil conditions, but seems to flourish best in semi-tropical areas. At one time marijuana was used to relieve pain and promote sleep, but unpredictable effects led to its abandonment. Presently, medical authorities are searching for proper medical use of marijuana. Marijuana is a hallucinogen possessing both the elements of stimulation and depression.
2. Identification: Marijuana usually looks like green tobacco and often contains seeds and stems. Because of its coarseness, cigarettes are made with a heavy grade of tobacco paper. These "joints" are usually hand rolled and closed on both ends because of the loose fill and the dryness of the weed. This will generally cause it to be shorter than the regular length cigarette of tobacco. When burning, marijuana has a distinctive odor similar to burning rope or alfalfa. The odor will hang in the air and for a short time is noticeable on the user's breath and clothing.
3. Methods of use: The most popular method of abusing marijuana is by smoking it through a cigarette or a pipe. Often, tobacco is mixed with marijuana to act as a binder and to make it burn more slowly. Another method of smoking marijuana is known as "steamboating." The marijuana is smoked through a cardboard tube. One method involves extracting and separating the marijuana resins and taking them orally with tea or mixed in a cookie. The resin can also be extracted by boiling the plant.

Marijuana cigarettes are often used in a group situation - a person inhales the smoke, then passes the cigarette on to the other members of the group. After smoking one cigarette, another is lighted and passed around. The users try to hold the smoke in their lungs as long as possible to get the most effect from the drug. Exhaled smoke is often inhaled again using a method employed only by the more experienced smokers. The burned remnant of the "joint" is known as a "roach." These are often saved and smoked.

The effects of smoking marijuana are often similar in many respects to those of alcohol. The marijuana user will speak freely, daydream, and appear in a state of semi-sedation. However, the overall effect of the drug is predictable largely by the user's personality and the presences of others in the room who are having similar sensations. After five or ten minutes, many users have a feeling of restlessness and anxiety. Speech becomes rapid, time appears to pass slowly, distances may appear shortened, memory deteriorates, and concentration becomes difficult. Large amounts of marijuana may produce hallucinations after 20 to 25 minutes. the total effects of a marijuana "trip" can last from three to five hours.

The after-effects of marijuana are visually minimal. Physical addiction is absent, but use of marijuana may result in psychological dependence. There appears to be no withdrawal symptoms. The dangers from the use of marijuana have recently been greatly enhanced by the large scale introduction of hashish (a concentrated resin from the marijuana plant).

4. Signs and symptoms:

- a. In the early stages of marijuana usage, the person may appear animated with rapid, loud talking and bursts of laughter. In later stages, he may be sleepy.
- b. Pupils may be dilated and the eyes blood shot.
- c. May have distortions of perception and hallucinations.

The marijuana user is difficult to recognize unless he is actually under the influence of the drug, and even then, he may be able to work reasonably well. The drug may distort his depth and time perception, making driving or the operation of machinery hazardous. Long continued use of marijuana has been associated with mental deterioration.

B. LSD (D-lysergic acid diethylamide)

1. Description: LSD is a powerful synthetic chemical developed in Switzerland in 1938. Its perception-altering properties were accidentally discovered in 1943. LSD is synthesized from substance obtained from ergot, a fungus that grows as a rust on rye. LSD has been used experimentally to treat patients with severe psychosis; however, such use has created many more adverse than beneficial effects. Its medical use is extremely limited and it is not accepted for medical treatment at present. Recent studies have indicated that LSD may cause chromosomal damage resulting in congenital birth defects.

LSD can produce a feeling of complete detachment from reality and can cause actions that lead to serious injury or even death to users. An LSD user can also become dangerous to others.

2. Identification: LSD commonly appears as a white powder or tablet and also as a clear, colorless, odorless liquid. It is impossible to identify visually and its presence can only be substantiated by qualitative and quantitative analytical tests.
3. Method of use: LSD is generally taken by mouth. Practically any substance such as a table, sugar cube, cookie, paper, etc., can be a source. When LSD was first introduced into the illicit market it was commonly added to a sugar cube. On rare occasions, LSD is injected directly into the bloodstream. The effect of LSD changes the levels of certain chemicals found in the brain, including serotonin, which produces changes in the brain's electrical activity. This may result in hallucinations, the intensification and distortion of sensory perception, panic, violence, suicide, or a loss of sanity. Hallucinations may recur (with the same intensity) any time up to two years after the original "trip."
4. Signs and symptoms:
 - a. Behavior and mood vary widely. The user may sit or recline quietly in a trance-like state or may appear fearful or even terrified.
 - b. In some cases, dilated pupils.
 - c. Increase in blood pressure, heart rate, and blood sugar.
 - d. May experience nausea, chills, flushes, irregular breathing, sweating and trembling of hands.
 - e. There may be changes in sense of sight, hearing, touch, smell, and time.

It is unlikely that a person who uses LSD, for instance, would do so at work, since a controlled environment, often involving a friend to provide care and supervision of the user, is generally desired.

C. Phencyclidine (PCP, "Angel Dust")

Phencyclidine, developed in the 1950's, is now licitly manufactured as a veterinary anesthetic under the trade name Sernylan. Since 1967 it has also been produced in clandestine laboratories, frequently in dangerously contaminated forms. The prevailing patterns of street-level abuse are by oral ingestion of tablets or capsules, containing the drug in powder form both alone and in combination with other drugs, and by smoking the drug after it has been sprinkled on parsley, marijuana, or some form of tobacco. It is sometimes sold to unsuspecting consumers as LSD, THC, or mescaline. Reported experiences under the influence of phencyclidine are mainly nondescript or unpleasant. In low doses the experience usually proceeds in three successive stages: changes in body image, sometimes accompanied by feelings of depersonalization; perceptual distortions, infrequently evidenced as visual or auditory hallucinations; and feelings of apathy or estrangement. The experience often includes drowsiness, inability to verbalize, and feelings of emptiness or "nothingness." Reports of difficulty in thinking, poor concentration, and preoccupation with death are common. Many users have reacted to its use with an acute psychotic episode. Common signs of phencyclidine use include flushing and profuse sweating. Analgesia, involuntary eye movements, muscular incoordination, double vision, dizziness, nausea, and vomiting may also be present.

OBSERVATION AND DOCUMENTATION OF CHANGES IN EMPLOYEE BEHAVIOR

Changes in an employee's behavior is a major indication of potential employee reliability problems. In order to accurately detect an employees behavioral change the supervisor must be familiar with the employee's routine day-to-day behavior. The behavior change itself may not be a problem per se, but only an indication which calls for closer observation regarding other changes in work performance.

What should a supervisor look for in behavioral change? Most behavior is non-verbal and supervisor's should not rely on verbal behavior to detect changes. The supervisor should particularly note an employee's behavior around co-workers, outcomes of employee behavior such as unfinished jobs, and complaints about the employee. In a similar and related vein, the supervisor should follow up hunches and hypotheses about the employee which the supervisor himself generates. Remember; the purpose of your observation of an employee's behavior is not psychological or medical interpretation but simply identification of behavior and behavior changes that may affect work performance.

It is important that behavioral data which is collected be as specific as possible and be centered on job performance or any unusual behavior on the job. Recurring patterns ought to be noted. Everyone has an "off day" once in a while so observation or documentation should go on over a period of time. Collection of data helps the supervisor make a fair and impartial assessment of job performance. It also guards against "euphoric recall", that is remembering only the peaks of performance -- the "good days" and not the "bad days". The supervisor is not a counselor or judge of the employee. Rather, he is someone who assesses performance and then takes appropriate action.

The following is a partial listing of employee behaviors which should be documented by the supervisor or manager. It is not an all-inclusive listing but illustrates common employee behaviors which should be documented. Additionally, the observation and subsequent documentation of these behaviors would prompt further supervisory observation of the employee under scrutiny.

Job Performance

1. Frequent absence or day off with vague or impossible excuses
2. Excessive use of sick leave
3. Tardiness
4. Early departures
5. Erratic or deteriorating production
6. Missed deadlines
7. Failure to follow instructions
8. Errors in judgment
9. Absent from post frequently
10. Repeated or unreasonable accidents on or off the job
11. Patterns of decreased efficiency as compared to past performance

Other Indications

1. Complaints from fellow workers about an employee who is difficult to "get along with"
2. Over-reaction to criticism
3. Able to get other workers to take over job responsibilities for no good reason
4. Begins to avoid associates
5. Personal appearance becomes "sloppy"
6. May appear withdrawn or preoccupied
7. Wide mood swings during the day for no apparent reason
8. Might smell of liquor or use breath deodorizers

Data Pertinent to Supervisory Level

1. Become lax in his supervisory duties
2. Issues conflicting instructions to employees
3. Uses employees' time and skills to cover responsibilities clearly within his job description
4. Submits incomplete reports and data
5. Mismanages budgets
6. Fails to coordinate schedules

Specific action to be taken by the supervisor to correct poor job performance due to emotionally based personal behavior problems does not differ basically from action to be taken to correct poor job performance resulting from any other reasons.

WHAT THE SUPERVISOR SHOULD DO

1. The supervisor should make sure each of his employees is informed about and understands what is expected of him in terms of work performance and attendance.
2. The supervisor should be alert, through continuing observation, to changes in the work and behavioral patterns of employees under his supervision.
3. The supervisor should document all unacceptable behavior, attendance and job performance that fails to meet established standards.
4. The supervisor should discuss deteriorating work performance, attitude or attendance with the employee. Make it clear that the Company is concerned with job performance. Unless performance improves his job is in jeopardy.
5. The supervisor should monitor employees' work performance, intervene if work continues to deteriorate and suggest that the employee contact the Employee Assistance Program Director. In referring the employee to the program, he should explain that the employee must decide for himself whether or not to seek assistance, emphasizing that the program is strictly confidential. The supervisor should notify his supervision through the customary channels of any proposed action regarding an employee.
6. The supervisor should be aware that the alcoholic tends to deny his illness. The sicker an individual becomes, the more convinced he tends to be that he doesn't have a problem -- or at least a problem he can't handle himself.
7. Be sure all employees are aware of the service available to them through the Employee Assistance Program.

WHAT THE SUPERVISOR SHOULD NOT DO

1. The supervisor should not play the role of "amateur diagnostician." He is not necessarily qualified to judge whether an employee is an alcoholic or drug dependent. The supervisor must stick to job performance. Don't moralize!

2. The supervisor should not discuss whether or not an employee has a drinking or drug problem or attempt to counsel him in this regard. He should not discuss alcohol or drug abuse unless it occurs on the job or if the employee's behavior is directly related to the Company's Drug and Alcohol Abuse Practice.
3. The supervisor must not engage in any "cover-up" activities regarding any "problem employee."

CAROLINA POWER & LIGHT COMPANY

SUPERVISORY GUIDELINES FOR ADMINISTERING
THE COMPANY POLICY ON DRUG AND ALCOHOL ABUSE

These guidelines are for use by supervisors at all levels throughout the Company. They are intended to provide assistance in the administration of the Company's drug and alcohol abuse policy.

1. All supervisors have the responsibility to support and administer the Drug and Alcohol Abuse Practice and interdepartmental procedures.
2. Employees who have a drug or alcohol problem and who ask for help should be referred immediately to the Company's Employee Assistance Program. This request for assistance cannot be used by an employee as a means of avoiding disciplinary action when violation of the Company's drug abuse policy has occurred.
3. Each supervisor is responsible for taking appropriate action whenever an employee's demonstrated judgment or performance appears to be impaired by the possible use of drugs or alcohol. When a supervisor suspects that an employee is unfit for duty, arrangements should be made, if practical, for at least one other supervisor to observe and evaluate the employee's behavior. The employee's supervisor should ask the employee to explain why job performance appears to be impaired.

Should the employee's explanation fail to satisfy the supervisor and it is still the supervisor's determination that the employee may not be fit for duty (and that drugs may be involved), the supervisor should consult with the next level of management and the personnel representative, if available, and should accompany or see that another member of management accompanies the employee to the designated MD or hospital for examination. If the employee declines to go, the employee should be warned that refusal could result in disciplinary action and the employee should be requested to proceed as directed. If the employee refuses, the employee should be removed from assigned duties pending further investigation.

4. When a supervisor observes what appears to be the use, sale or possession of illegal drugs by employees on the job, the supervisor should take the following steps:
 - A. Immediately obtain and preserve all drugs and/or paraphernalia, if possible. As soon as time permits, get another supervisor and local security to direct any further investigation necessary.
 - B. Separate employees believed to be involved and accompany them to a location where they can be questioned individually by security about the incident.

- C. The incident should be reported to your superior as well as the security organization and Employee Relations.

It may also be necessary to take action if the employee appears to be under the influence of a drug. In this case, refer to Item #3 in these guidelines.

- D. Turn any drugs or paraphernalia over to security which can be reached on a 24-hour basis.
 - E. If the employee has not been removed from Company property by law enforcement personnel, send the employee home or arrange for transportation there, depending on condition. Make no commitment regarding whether the employee will be paid or what discipline will follow.
- 5. Following any incident that might fall under these guidelines, it is essential that the supervisor immediately make a detailed record of all actions, observations, statements and other pertinent facts, to include date, time, locations, and witnesses to the incident.
 - 6. An employee who has been arrested for a drug-related offense off duty should not be permitted to report for work until the Employee Relations Department and security have been consulted.
 - 7. If drugs or drug paraphernalia are found on company property and it is not obvious who the owner is, the first step should be to report the incident to your supervisor and security. An effort will be made by security to determine the owner of the property by questioning supervisors or employees who may have been in the immediate area. Upon instruction from security, the appropriate law enforcement authorities may be contacted and all drugs and illegal drug paraphernalia turned over to them. A signed receipt should be obtained from the authorities.
 - 8. If a supervisor receives a report that an employee has violated the Company drug policy, the supervisor should obtain as much detailed information as possible from the person reporting the violation. The supervisor's superior, personnel, and security should then be notified. Unproved allegations of drug policy violations shall be kept highly confidential and shall be discussed with management-level individuals who have a need to know by virtue of their position of responsibility.

* * *

Familiarize yourself with the Company drug and alcohol abuse reference manual and training materials provided. As a supervisor, you are responsible for safety and efficiency at your work location, conformity with the law and Company policy and regulations. Failure to intervene in situations where impairment on the job and possible compromise to safety or security are concerned will represent a failure to exercise appropriate delegated authority and responsibility.

CAROLINA POWER & LIGHT COMPANY

QUESTIONS AND ANSWERS FOR SUPERVISORS
REGARDING DRUG AND ALCOHOL ABUSE POLICY

- Q. How can I tell when an employee is not in a condition to perform assigned work?
- A. An employee's physical appearance, unusual behavior, slurred speech, incoherent manner, lack of coordination, etc., may indicate that the employee is not in a condition to perform assigned work. Observation of job performance should be indicative. Is the employee drowsy, careless, inattentive? For specific signs of possible drug and alcohol use, a supervisor should refer to the training and reference material that has been supplied.
- Q. Is it possible for a supervisor to determine whether an employee is actually under the influence of alcohol or drugs?
- A. It is not possible without a chemical analysis for a supervisor to determine whether an employee is under the influence of a specific drug. In obvious cases, however, a supervisor should be able to determine that an employee is not in a condition to perform assigned work. Supervisors should generally rely on a fitness-for-duty exam before coming to any conclusion, but in circumstances when an exam cannot be administered, the supervisor, with the aid of another supervisor's observation, should be able to reach a determination that would be valid for purposes of discipline and safety.
- Q. What should I do if an employee comes in smelling of whiskey or beer?
- A. The smell of alcoholic beverages often lasts longer than their effects, so the presence of an alcohol odor alone is not a fool-proof indication that an employee is not in a condition to perform assigned work. It is, however, a warning sign, and the supervisor should keep a close eye on the employee for additional indications. If the employee comes in repeatedly with an alcohol odor, the supervisor should talk to the employee about personal habits and about the availability of the Employee Assistance Program.

- Q. How should I handle borderline cases where I think the employee may be unfit for duty but I am not sure?
- A. No guidelines can be so specific as to cover every situation. Two factors should be kept in mind, however. First, safety is always our primary consideration, and if any doubt exists about an employee's fitness to perform a specific task, take the employee off the job. Second, referral of an employee for a fitness-for-duty exam is not a form of discipline. If the lab reports back that the employee had no foreign substances in their system, the employee is simply paid for the time they were on administrative leave and comes back to work. Do not be afraid to use the procedure when doubt exists, though use should not be so frequent that employees feel harassed. Specific guidance will be given by a personnel representative and your superior in each case.
- Q. Why is it important for a member of supervision to accompany an employee to a fitness-for-duty exam?
- A. Three reasons: (1) in most cases, when an employee is unfit to do their job, they are also unfit to drive to the hospital or clinic; (2) it is important that a fitness-for-duty exam be administered as soon as possible to get an accurate indication of the employee's condition when the employee is on the job (some chemical substances are undetectable within just a few hours of their being taken); (3) a member of supervision should be present and in control to ensure that appropriate actions are taken.
- Q. What should a supervisor do if an employee refuses to be driven home?
- A. Supervision should take all reasonable steps to ensure that someone unfit for duty and possibly under the influence of drugs or alcohol does not try to drive. If the employee will not ride with the supervisor, suggest that one of the employee's co-workers drive. If that does not work, try to get one of the employee's family members to pick the employee up. If necessary, advance the appropriate funds for whatever transportation arrangements must be made.
- Q. How long does it take to get the results back from a fitness-for-duty exam?
- A. Usually three to five days. When the medical resource takes the samples, it is sent to a laboratory for analysis. During this time, the employee should be placed on administrative leave.

- Q. What should I do if I see a number of employees using drugs and the possibility exists that they may become hostile if confronted?
- A. Get help. Contact security and other supervisors. Supervisors should not allow illegal activity on Company property to go unchallenged. They should not, however, subject themselves to unnecessary risk.
- Q. What should I do if an employee refuses to surrender a suspicious substance when so instructed?
- A. Request that the employee accompany you to your office or work station while observing that the employee does not dispose of the substance. Repeat your instruction in the presence of another supervisor, warning the employee that continued refusal could result in discipline up to and including discharge. If the employee still refuses, contact security on site. Be sure to consult with your supervisor and Employee Relations.
- Q. How important is it to have another supervisor present when I question an employee?
- A. It is very helpful, especially if the employee chooses to challenge your action later on. It is also helpful for supervisors to have the benefit of a second management opinion.
- Q. Is it lawful for supervision or Company security personnel to inspect lockers, desks, or work stations of employees?
- A. Yes, however, there should be a common sense, reasonable basis for such an inspection, ranging from implementation of a periodic inspection policy to specific reasons or reports of possible policy violation by an individual employee. Caution must be taken to avoid any inspections that are discriminatory or harassing in nature. It is a good idea to have another member of management as a witness. The results of such inspections may provide an appropriate basis for disciplinary action. Supervisors should be aware, however, that an inspection leading to evidence which is used in a subsequent criminal prosecution may be scrutinized by the courts to determine the admissibility of the evidence. For evidence to be admissible, courts require that probable cause exist and may require that a search warrant be issued. For this kind of inspection, security and local law enforcement should be involved.

- Q. What should I do with any drugs that I find?
- A. Nuclear operation locations will have a member of security on site that should be contacted immediately. If you cannot contact the nearest security representative, call your supervisor. Keep the suspicious substance under your direct custody to avoid it being tampered with, and turn it over to security as quickly as possible.
- Q. What if an employee is arrested off Company property for suspected drug activity?
- A. Call your personnel representative. You have a right to determine if an employee's off-the-job actions represent a violation of policy. If the facts indicate violation of Company policy, the Company has a right to take disciplinary action regardless of the outcome of any court action. Each situation will be judged on the circumstances of the arrest, the employee's record with the Company, and the impact the arrest may have on Company operations.
- Q. What if an employee is called to come into work on a day off and the employee admits to having consumed alcohol earlier that day?
- A. The supervisor must keep in mind the need for fitness for duty. If an employee who is called in to work on an off day is not fit for duty, the supervisor should find someone else to do the work that day. However, the employee involved should be advised that a part of the job is availability to work on a call-in basis. If being unfit for duty on a call-in basis becomes a recurring problem, the employee should be made aware that disciplinary action may be taken.
- Q. Who do I contact for a fitness-for-duty exam?
- Each nuclear station or construction site has a hospital designated for emergency purposes. The blood and urine test procedures and consent form have been provided to such locations. A supervisor from the facility should accompany the employee to the location for testing and should place the employee on administrative leave pending results of the test.

- Q. If you see someone using what you suspect may be alcoholic beverages or drugs on the job, what should you do?
- A. If the employee reports to you, take immediate steps to intervene so that such activity is terminated. Even if the individual does not report to you, as a supervisor you should intervene or take steps to see that immediate attention and intervention by management takes place. As a supervisor, it is your obligation to report illicit drug use and/or possession. Company regulations prohibit possession or use of alcohol or drugs while at nuclear generating station locations. Determine as best you can exactly what was taking place, document exactly what you have observed. Obtain and preserve any containers or contraband found and take administrative action, including relieving the employee(s) from duty as appropriate.
- Q. What should you do if you hear about the use, buying or selling of illicit drugs either at work or away from the work site?
- A. If you hear rumors of drug use, even though you have not actually seen anyone using illicit drugs, consult with your own supervisor about what you have heard. If you have reason to believe an employee is involved in criminal activity such as selling drugs or stealing to support a drug habit, report the facts to supervision and security. Specific directions will be provided.
- Q. What level of alcohol or other drugs does the Company consider to be over the limit?
- A. The issue is not the level of the alcohol or other drugs but whether the supervisor feels the employee is in a condition to work safely and efficiently. If there is a question as to fitness, the supervisor should err on the side of safety.
- Q. Does the Company plan to begin random blood or urine screenings?
- A. The Company has no current plans for such screenings. However, in the event of repeated incidences of drugs being found at work locations or other indications of widespread abuse, the Company may implement such measures after exhausting other efforts.

- Q. Does the Company plan to have inspections for illegal drugs conducted on nuclear generating station property, including the use of dogs?
- A. Company management will authorize announced or unannounced inspections for illegal drugs or contraband. Such actions may involve an individual employee or groups of employees. The Company does not intend to search indiscriminately lockers or personal vehicles on Company property, but reserves the right to conduct inspections and searches in order to protect the safety of the work location and to investigate possible violations of the law and Company rules. Refer to the supervisor's reference manual for further information.

BEHAVIOR AND JOB PERFORMANCE

"WARNING SIGNS"

Job behavior and work performance should be the concern of the Supervisor. Expert knowledge about abuse of controlled substances or abused drugs isn't necessary, but the Supervisor should remain alert to changes from the normal work pattern and/or behavior of the employee.

It's the responsibility of the Supervisor to act in accordance with Company guidelines for administering the policy on drug abuse. It's important to take immediate steps, since delayed action can threaten the safety of others and result in the total deterioration of the abuser.

Listed you will find various "warning signs" that usually appear on the job, indicating some consequences of abuse. It's impossible to rate all behavioral and work pattern problems that occur in this process of deterioration. They can appear singularly or in combination. They may signify problems other than substance abuse. For example, alcoholism, diabetes, high blood pressure, thyroid disease, psychiatric disorders, emotional problems and certain heart conditions all share some of the same signs. Therefore, it's important to remember that unusual or add behavior may not be connected in any way with drug or alcohol abuse. The role of the Supervisor is to recognize and document changes without making any moral judgement or taking the position of counsellor or diagnostician.

SIGNS OF DETERIORATING JOB PERFORMANCE

Physical Signs or Condition

Weariness, exhaustion
Untidiness
Yawning excessively
Blank stare
Slurred speech
Sleepiness (nodding)
Unsteady walk
Sunglasses worn at inappropriate times
Unusual effort to cover arms
Changes in appearance after lunch or break

Mood

Appears to be depressed all the time or extremely anxious all the time
Irritable
Suspicious
Complains about others
Emotional unsteadiness (e.g., outbursts of crying)
Mood changes after lunch break

Actions

Withdrawn or improperly talkative
Spends excessive amount of time on the telephone

Argumentative

Has exaggerated sense of self-importance
Displays violent behavior
Avoids talking with Supervisor regarding work issues

Absenteeism

Acceleration of absenteeism and tardiness, especially Mondays, Fridays, before and after holidays
Frequent unreported absences, later explained as "emergencies"
Unusually high incidence of colds, flu, upset stomach, headaches
Frequent use of unscheduled vacation time
Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
Unexplained disappearance from the job with difficulty in locating employee
Requesting to leave work early for various reasons

Accidents

Taking of needless risks
Disregard for safety of others

Higher than average accident rate on the job

Work Patterns

Inconsistency in quality of work
High/low periods of productivity
Poor judgement/more mistakes than usual and general carelessness
Lapses in concentration
Difficulty in recalling instructions
Difficulty in remembering own mistakes
Using more time to complete work missing deadlines
Increased difficulty in handling complex situations

Relationship to Others On the Job

Overreaction to real or imagined criticism
Avoiding and withdrawing from peers
Complaints from co-workers
Borrowing money from fellow employees
Complaints of problems at home such as separation, divorce and child discipline problems
Persistent job transfer requests

Carolina Power & Light Company

Supervisor's Check List in Observing Behavior

Directions: This check list is to be used as a supervisory resource. The behaviors listed are examples of changes you might observe in an individual employee. They are categorized in three areas: work performance; social interactions; and personal health. Refer to this guide when:

- . you want to refresh your memory about how people show change.
- . you have a feeling something is different about someone but you cannot pinpoint what it is.
- . you notice a change in any one area, and you want some guidance in determining if there are other changes as well.
- . you wish to make a referral to the Employee Assistance Program, and you want to be specific with the employee about the changes you have seen.
- . you are preparing for a performance appraisal, and you wish to document some behaviors you have observed (may help with using behavioral phrases).

I. WORK PERFORMANCE:

A. Has the employee's work quality or quantity changed?

Yes _____

No _____

- Examples:
1. Change in speed of work
 2. Change in level of work involvement which affects quality

If yes, describe changes/note specific examples: _____

B. Does the employee have more difficulty in concentrating?

Yes _____

No _____

- Examples:
1. Forgets important or obvious things
 2. Acts without thinking
 3. Daydreams too much
 4. Doodles excessively
 5. Repeats same action over and over

If yes, describe behavior/note specific examples: _____

Yes _____ C. Is the employee absent from the job more than usual? No _____

- Examples: 1. Late or absent especially Monday or Friday
2. Often takes off half-days
3. Leaves work without notice
4. Takes a lot of sick leave
5. Gives improbable excuses for absences

If yes, describe behavior/note specific examples: _____

Yes _____ D. Is the employee absent "on the job" more than usual? No _____

- Examples: 1. Wanders around plant a lot
2. Takes excessively long lunches and breaks

If yes, describe behavior/note specific examples: _____

Yes _____ E. Has the employee's cooperation with co-workers changed? No _____

- Examples: 1. Refuses to share equipment or information
2. Refuses to take directions
3. Refuses to accept help from others

If yes, describe behavior/note specific examples: _____

II. SOCIAL INTERACTIONS:

Yes _____ A. Is the employee less sociable than before? No _____

- Examples: 1. Isolated/withdrawn
2. Refuses social contacts
3. Poor eye contact
4. Overly suspicious of others
5. Holds grudges/sulks

If yes, describe behavior/note specific examples: _____

Yes _____ B. Are there changes in the way other workers react to him/her? No _____

- Examples:
1. Ignore or avoid
 2. Complain about
 3. Mistrust
 4. Play pranks on
 5. Joke about

If yes, describe behavior/note specific examples: _____

Yes _____ C. Does the employee show more anger and irritability than usual? No _____

- Examples:
1. Impatient
 2. Overacts to real or imagined criticism
 3. Argumentative
 4. Temper outbursts

If yes, describe behavior/note specific examples: _____

Yes _____ D. Have you noticed any changes in the employee's speech behavior? No _____

- Examples:
1. Talks slower/faster
 2. Talks more/less
 3. Stammers

If yes, describe behavior/note specific examples: _____

Yes _____ E. Has the employee's speech content changed? No _____

- Examples:
1. Jumps from topic to topic
 2. Occupied with one topic
 3. Never chats about family/interests

If yes, describe behavior/note specific examples: _____

III. PERSONAL HEALTH

A. Does the employee have more complaints about: Yes _____ No _____

Examples: 1. Physical ailments
2. Back pain/muscle aches
3. Co-workers or superiors
4. Family/money problems

If yes, describe behavior/note specific examples: _____

B. Does the employee show any signs of "nerves" or emotional upset? Yes _____ No _____

Examples: 1. Headaches
2. Startles easily
3. Shaky voice

If yes, describe behavior/note specific examples: _____

C. Has the employee had unusual illness? Yes _____ No _____

Examples: 1. Claims large amounts of dental/medical, emotional benefits
2. Slow recovery from illness
3. Preoccupied with death or suddenly religious

If yes, describe behavior/note specific examples: _____

D. Has the employee's energy level changed? Yes _____ No _____

Examples: 1. Yawning
2. Fatigue
3. Restlessness
4. Fidgeting

If yes, describe behavior/note specific examples: _____

Yes _____ E. Are you aware of any changes in daily living routine or in work routine? No _____

- Examples:
1. Sleep difficulties
 2. Change in after-work hobbies, activities
 3. Change in amount/pattern of eating
 4. Rigidly follows same pattern without reason

If yes, describe behavior/note specific examples: _____

Yes _____ F. Have you noticed any changes in the employee's general appearance? No _____

- Examples:
1. Appears better/more poorly groomed
 2. Walks differently (slower, stumbles)
 3. Change in posture

If yes, describe behavior/note specific examples: _____

Yes _____ G. Have you noticed any facial changes? No _____

- Examples:
1. Red eyes
 2. Dry mouth (frequent swallowing/lip wetting)
 3. Dilated pupils
 4. Puffy face

If yes, describe changes/note specific examples: _____

Yes _____ H. Has the employee had any gastrointestinal changes? No _____

- Examples:
1. Nausea/vomiting
 2. Stomach aches/gas
 3. Frequent trips to the restroom
 4. Excessive use of antacids, coffee/tea or other liquids, aspirin, cigarettes

If yes, describe behavior/note specific examples: _____

GUIDELINES FOR
CONDUCTING A DISCIPLINARY INTERVIEW

1. Structure the Interview:

- . (Name) , I'd like to talk to you about a serious problem I have noted and one that I feel strongly about.
- . First, I will share with you my concerns and view of the problem.
- . Then, I would like your input.
- . Finally, I will explain my recommendations.

2. State the Problem:

- . Be specific and concrete.
- . Use descriptive, not evaluative language
- . Focus on performance, not the person (use documented incidents).

3. Describe Your Reaction to the Problem:

- . Focus on your own reactions, views, or perceptions.
- . Do not make blaming or accusing statements.

4. Ask for Employee's Reactions:

- . Ask open-ended questions.
- . Use paraphrasing to check for understanding.

5. Develop Action Plans:

- . State clearly what you would like done.
- . Ask for employee's reactions and commitment to your plan.
- . State that your position is nonnegotiable (if necessary).
- . Clearly describe the consequences for following the recommended actions and consequences for not following the recommended actions.
- . Establish a follow-up meeting after actions have been taken.

CAROLINA POWER & LIGHT COMPANY

DRUG AND ALCOHOL AWARENESS AND
SUPERVISORY TRAINING PROGRAM

CAROLINA POWER & LIGHT COMPANY

DRUG AND ALCOHOL AWARENESS AND
SUPERVISORY TRAINING PROGRAM

SUPERVISOR TRAINING MEETINGS

OBJECTIVE:

TO ENSURE THAT SUPERVISORS ARE EQUIPPED TO HANDLE DRUG-RELATED PROBLEMS, TO REDUCE THE RISK OF DRUGS AND ALCOHOL BEING USED ON THE JOB, AND ENSURE THAT WORK IS NOT CARRIED OUT BY COMPANY EMPLOYEES UNDER THE INFLUENCE OF THESE SUBSTANCES.

DESIGN:

SCHEDULE OF MEETINGS AT NUCLEAR PROJECTS, CONSTRUCTION SITES AND HEADQUARTERS, PRESENTED BY MANAGERS AND HEALTH PROFESSIONALS TO GROUPS OF SUPERVISORS, IN ACCORDANCE WITH OPERATING-SCHEDULE REQUIREMENTS OF FACILITY.

IMPLEMENTATION:

PRESENTATIONS TO BE MADE BY MR. JOE HARNESS OR MR. W. V. COLEY AND BENSINGER-DUPONT HEALTH PROFESSIONAL. AN EMPLOYEE RELATIONS REPRESENTATIVE WILL ATTEND ALL SESSIONS.

COORDINATION:

EMPLOYEE RELATIONS WILL ARRANGE AND COMMUNICATE MEETING SCHEDULE. THEY WILL MAKE APPROPRIATE ARRANGEMENTS WITH BENSINGER, DUPONT & ASSOCIATES FOR HEALTH PROFESSIONALS' SCHEDULE. MEETING DATES AND TIMES WILL BE COORDINATED BY RAY GIEMZA.

MATERIALS REQUIRED:

EMPLOYEE RELATIONS/TRAINING WILL MAKE AVAILABLE THE FOLLOWING MATERIALS:

LEADER'S GUIDE FOR PROGRAM PREPARATION

SUPERVISORY KITS CONTAINING:

"Behavior and Job Performance Warning Signs"
(wallet-size card)

"Questions and Answers for Supervisors Regarding Drug
and Alcohol Abuse Policy"

These kits should be handed to supervisors at the beginning of the supervisory session.

SLIDES FOR THE PRESENTATION WILL BE PROVIDED BY TRAINING. A
MASTER LIST OF SLIDES AND ORDER OF PRESENTATION IS
AVAILABLE.

LOCATION:

ROOM ARRANGEMENTS AND SETTING-UP FOR MEETINGS SHOULD BE
HANDLED BY THE LOCATION MANAGER.

MASTER LIST OF SLIDES AND ORDER OF PRESENTATION

<u>Slide #</u>	<u>Description</u>	<u>Presented By</u>
1	Alcohol and Drug Abuse Policy	1 - 3: Manager (Segment 1 - All Employees)
2	National/Industry Problem Affecting	
3	Health and Safety Impact	
<hr/>		
4	What Image Do You See	4 - 14: Health Professional
5	Did You See	
6	Categories of Drugs	
7	Alcohol - Most Widely Used	
8	1) Stimulants	
9	2) Narcotics	
10	3) Sedative-Hypnotics	
11	4) Hallucinogens	
12	5) Cannabis	
13	Remember when you buy an illegal drug	
14	Performance Issues	
<hr/>		
15	Company Policy	15 - 18 Manager
16	Company Policy	
17	Information/Training	
18	Employee Assistance Program	
<hr/>		
19	Possibly Unfit Symptom #1	19 - 34 Health Professional
20	Possibly Unfit Symptom #2	
21	Possibly Unfit Symptom #3	
22	Possibly Unfit Symptom #4	
23	Possibly Unfit Symptom #5	
24	Possibly Unfit Symptom #6	
25	Probably Unfit Symptom #1	
26	Probably Unfit Symptom #2	
27	Probably Unfit Symptom #3	
28	Probably Unfit Symptom #4	
29	Probably Unfit Symptom #5	
30	Warning Signs	
31	Drug Issues	
32	The Supervisor's Primary Responsibility	
33	Two Little Words	
34	Supervisor's Motto	
<hr/>		
35	Finished Files	35 - Manager

SUPERVISORY TRAINING

DRUG AND ALCOHOL AWARENESS PROGRAM

SEGMENT 1

This segment consists of an introduction by the location manager; a drug and alcohol abuse educational presentation by a health professional; an explanation of Company policy by Nuclear Operations management.

INTRODUCTION Nuclear Operations Management

ACTION Show Slide #1
Carolina Power & Light Company Alcohol and
Drug Abuse Policy

COMMENTARY

You have been asked to attend today's meeting so that all of us can be made fully aware of the serious impact that drug and alcohol abuse can have on health, safety, and work performance, and so that as Carolina Power & Light Company supervisors you are fully aware of the Company's policy on these issues.

The format of today's meeting will be as follows: after introduction to the topic, a leading health professional will talk to you about drug and alcohol abuse. Following Dr./Mr. _____'s presentation, he will answer any questions you may have concerning the health and safety aspect of drugs and alcohol. I will then review Company policy and give you the opportunity to ask questions concerning this policy.

Handouts have been placed on each seat for you to take away with you from this meeting.

Some of you in the meeting today may be asking yourself, "Why all this special attention on drugs and alcohol right now? We had discussion on this subject over a year ago." The NRC has put out rules on this matter and we want to make sure all supervisors are familiar not only with policy, but what they are to do to implement it. There have been a number of new supervisors appointed and this matter requires constant attention.

ACTION

Show Slide #2
National/Industry Problem Affecting:
- Health
- Safety
- Productivity
- Public Confidence

COMMENTARY

You need not look any farther than the daily headlines to realize that this is a serious problem both nationally and in our own industry; a problem that affects the health and safety of employees, productivity, on a national and industrial level, and one that can undermine public confidence in a company such as ours, which depends on the public trust. At a nuclear generating plant, we shoulder the additional responsibility of highly sensitive material, Federal regulatory rules, a tremendous investment in plant and equipment, and the fishbowl environment that goes with it.

ACTION

Show Slide #3
Health and Safety Impact

COMMENTARY

Although this concern is generally one for all society and nuclear public utilities to deal with, it is a very important issue for all of us at Carolina Power & Light Company.

The program that you will be involved in today is important to each of you. For those of you who may have a tendency to abuse drugs or alcohol, we want to let you know what you can do to help yourself--and in clear terms, what might happen if you choose not to do so. For those of you who have nothing to do with drugs or alcohol, we want you to be aware that your safety and efficiency can be jeopardized by a co-worker who abuses drugs and alcohol on the job.

The Company--each of us--is concerned about the use and influence of drugs, including alcohol, on the job. Our goal as members of the Carolina Power & Light team is to get the job done in a safe and efficient manner. Reaching that goal is not possible unless we can be assured of a drug free environment. And it should be clearly understood that these remarks pertain to management level personnel every bit as much as to the newest employee. I am asking each of you to join with me in assuring that drugs and alcohol are kept off the job.

I would now like to introduce Dr. _____, who is a recognized expert in Substance Abuse. After Dr. _____'s presentation, I hope that you will ask any questions which may be on your mind. After all your questions have been answered, I will talk to you about the Company's policy on drugs and alcohol.

NOTE: A BIOGRAPHY OF THE HEALTH PROFESSIONAL ASSIGNED TO YOUR LOCATION WILL BE PROVIDED. YOU MAY USE THIS AS AN INTRODUCTION, OR SIMPLY INTRODUCE THE HEALTH PROFESSIONAL AND ASK HIM TO COMMENT ON HIS BACKGROUND AND EXPERIENCE.

PRESENTATION BY HEALTH PROFESSIONAL

The health professional assigned to your location will now present a segment on drug awareness for the employees. The presentation will be based on the following slide outline:

INTRODUCTION

- | | |
|-----------------|---|
| <u>Slide #4</u> | What Image Do You See When You Hear the Words, "Drug Addict?" |
| <u>Slide #5</u> | Did You See: <ul style="list-style-type: none">- A Woman?- A Child?- An Old Person?- Someone Well Dressed? |

OVERVIEW OF CATEGORIES OF DRUGS

- | | |
|-----------------|--|
| <u>Slide #6</u> | <ul style="list-style-type: none">- Pharmaceuticals
(Prescription)- Illegals
(Street)- Over the Counter
(Patent Medicine)- Alcohol
(Most Dangerous) |
|-----------------|--|

INDIVIDUAL DESCRIPTIONS OF DIFFERENT TYPES OF DRUGS

ALCOHOL

Slide #7

Alcohol
- Most widely abused

OTHER DRUGS

Slide #8

1. Stimulants (Uppers)
- Cocaine
- Amphetamines
- Coffee

Effects: Stimulated, hyperactive,
psychotic-like in some cases

Slide #9

2. Narcotics
- Opiates (heroin, morphine)
- Synthetics (Methadone)

Effects: Drowsiness, sleepy

Slide #10

3. Sedative-Hypnotics (Downers)
- Barbiturates
- Minor Tranquilizers
(Valium, Librium, etc.)
- Sedatives (Quaaludes)

Effects: Sleepy, drowsy, drunk, depressed

Slide #11

4. Hallucinogens
- LSD (Acid)
- Peyote (Mushrooms)
- PCP (Angel Dust)

Effects: Visual and auditory perceptions are
distorted. Psychotic (crazy)
behavior.

Slide #12

5. Cannabis
- Marijuana
- Hashish
- THC

Effects: Lethargy, mellowing, apathy,
distorted perceptions

Slide #13

Remember When You Buy An Illegal Drug,
You Don't Know
1. Actual Drug
2. Strength
3. Purity
4. Other Contents.

CONCLUSION BY HEALTH PROFESSIONAL

Slide #14

PERFORMANCE ISSUES

1. Safety:
When You Use
When Your Co-Workers Do
2. Job Security
If "busted," it's Gone.
3. Law
If "busted," maybe some hard time.

QUESTIONS FROM SUPERVISORS

MANAGER

Thank health professional for interesting and informative presentation and invite supervisors to ask questions of the health professional concerning drug and alcohol abuse.

NOTE: MANAGERS SHOULD AT THIS TIME ENSURE THAT QUESTIONS AND ANSWERS ARE RELATED TO THE HEALTH AND SAFETY ASPECT OF DRUG AND ALCOHOL ABUSE. IF QUESTIONS PERTAINING TO COMPANY POLICY ARISE, INFORM EMPLOYEES THAT YOU WILL BE EXPLAINING COMPANY POLICY IN THE NEXT SEGMENT OF THE MEETING AND WILL ADDRESS THOSE QUESTIONS AT THAT TIME.

CONCLUDE QUESTION TIME AND MOVE INTO COMPANY POLICY.

COMPANY POLICY

Nuclear Operations Management

NOTE: TO FURTHER ENHANCE YOUR KNOWLEDGE AND PREPARE FOR EMPLOYEE AND SUPERVISORY QUESTIONS, YOU SHOULD ALSO STUDY THE MANAGEMENT GUIDELINES AND QUESTION AND ANSWER HANDOUT.

COMMENTARY

If there are no further questions for Dr. _____, I would like to talk about the Company's policy in terms of discipline, enforcement, and alternatives. A copy of the Company's Policy Statement on alcohol and drugs is included in the Supervisor's Reference Guide you found on the seat when you came into the meeting room.

The Company prohibits:

ACTION

Slide #15

COMPANY POLICY

- Working under the influence of illegal drugs or alcohol-impairing fitness for duty.

COMMENTARY

Working when fitness is impaired by the effects of illegal drugs or alcohol: The Company has a right to expect all employees to be in condition to perform their jobs. Fitness for duty is a condition of employment. If fitness is impaired, it does not matter when the drug was taken. An accident can be caused as easily by a joint of marijuana smoked on the way to work, or during lunch, as if it were smoked on Company time.

ACTION

Same Slide

- Use, possession, distribution of drugs or controlled substances on Company time/property.

COMMENTARY

Employees who unlawfully use, distribute, or possess drugs or controlled substances while on Company time or on Company property will be subject to discharge. Illegal substances will be confiscated and turned over to the appropriate law enforcement agency.

ACTION

Same Slide

- Arrest for drug use, sale, or possession causing adverse impact on Company operations.

COMMENTARY

Employees found to be unlawfully involved with drugs or controlled substances on their own time will be subject to disciplinary action up to and including discharge.

The Company considers illegal drug and alcohol abuse to be an extremely serious matter. Company policy allows for termination even for a first offense. The Company will be fair, but we will be strict--especially with employees in possession of or using illegal drugs on Company property. An employee suspected of being under the influence of drugs or alcohol will be asked to take a fitness for duty exam. Positive results from the exam may require the employee to be disciplined. Employees taking legal drugs for legitimate medical causes will naturally not be disciplined. They should be aware, though, of possible job impairment and should notify their supervisor or personnel representative. An employee who refuses to take a fitness for duty exam will be considered insubordinate and will be disciplined accordingly.

ACTION

Slide #16

- Law enforcement notification if drugs found.

COMMENTARY

We plan to notify the proper law enforcement authorities whenever we find drugs. That's our obligation under law. We will also cooperate with authorities in pursuing whatever investigations or prosecutions they may choose to make.

We also reserve the right to investigate the possible use or sale of illegal drugs in much the same way we investigate other illegal activity on our property. Local management will have the responsibility for working with security in conducting these investigations.

INFORMATION/TRAINING

ACTION

- | | |
|------------------|--|
| <u>Slide #17</u> | <u>Information</u> <ul style="list-style-type: none">- Questions & Answers- Supervisory training and guidelines |
|------------------|--|

COMMENTARY

The Company has already initiated an employee assistance program.

ACTION

- | | |
|------------------|---|
| <u>Slide #18</u> | <u>Employee Assistance Program</u> <ul style="list-style-type: none">- Confidential- Professional counsellors- Preventive while maintaining job- Will not prevent discipline |
|------------------|---|

COMMENTARY

Carolina Power & Light has an Employee Assistance Program. This program is designed to provide a highly confidential experience source of help for any employee whose personal problems have grown to the point that they seriously affect his or her ability to function on the job. Drug- and alcohol-related problems certainly qualify. Occasionally people find solutions to their own problems. However, more often employees are unable to find the right resource to be of real help. For these employees, the employee assistance program is available to provide help to the employee and his/her family.

In some cases, the EAP Program representative will refer the employee to a professional service or facility for help. The services of the program in itself are paid for by the Company. In addition, the medical plans offered by the Company cover most, and sometimes all, of the cost for the professional treatment and counseling which may be required.

The Employee Assistance Program is voluntary and personal. Some drug and alcohol problems are the type of addictions that require medical attention. Some users may consider them casual and personal, but an employee's fitness and judgment extends well beyond his or her own work and affects co-workers and the Company. The employee assistance program can help an employee to get back on the right track

before they jeopardize the safety and health of themselves and others. A request for assistance through the Employee Assistance Program cannot be used by an employee as a means of avoiding disciplinary action when violation of the Company's drug or alcohol abuse policy has occurred.

The message is simple. The Company wants to keep drugs and alcohol from posing a more serious threat than they already do. We want to rid ourselves completely of their effects. We want to maintain employees dignity and safety. Your health and safety, and your success with the Company, may very well depend on how well we all do in this regard. It goes without saying that the problem is ours--yours and mine.

You have heard the overview on health effects, and also a description of our policy on drugs. I will ask Dr. _____ to come back and talk about some of the behavioral "warning signs" that may affect an employee's performance as a result of drug or alcohol use.

Afterward, I will present to you the Company management guidelines for handling drug and/or alcohol related incidents. [Mr. _____ (personnel representative) is available to join me in commenting on the guidelines.] But first, Dr. _____.

HEALTH PROFESSIONAL'S PRESENTATION FOR SUPERVISORS

The health professional will now present a segment on recognition of possibly unfit and probably unfit signs in behavior, based on the following slide outline.

- | | |
|------------------|--|
| <u>Slide #19</u> | <u>Possibly Unfit Symptom #1</u>
Appearance is - <ul style="list-style-type: none">- Confused- Befuddled- Disoriented |
| <u>Slide #20</u> | <u>Possibly Unfit Symptom #2</u> <ul style="list-style-type: none">- Drowsy- Dropping off- Nodding |
| <u>Slide #21</u> | <u>Possibly Unfit Symptom #3</u> <ul style="list-style-type: none">- Lethargy- Lack of energy |

<u>Slide #22</u>	<u>Possibly Unfit Symptom #4</u> Behavior is - - Belligerent - Argumentative
<u>Slide #23</u>	<u>Possibly Unfit Symptom #5</u> - Tremors - Shakiness
<u>Slide #24</u>	<u>Possibly Unfit Symptom #6</u> Unusually talkative or quiet.
<u>Slide #25</u>	<u>Probably Unfit Symptom #1</u> Gait is - - Unsteady, lurching, and/or staggering walk - Swaying when standing still
<u>Slide #26</u>	<u>Probably Unfit Symptom #2</u> Speech is - - Slurred, confused, unintelligible, and/or incoherent.
<u>Slide #27</u>	<u>Probably Unfit Symptom #3</u> Hard to Awaken - - Stupor - Heavy sleep - Unconscious
<u>Slide #28</u>	<u>Probably Unfit Symptom #4</u> Eyes are - - Fixed - Glassy - Staring
<u>Slide #29</u>	<u>Probably Unfit Symptom #5</u> <u>BIZARRE BEHAVIOR</u> - - Uncontrolled hilarity - Threat of violence - Actual violence
<u>Slide #30</u>	<u>WARNING SIGNS</u> - Alcohol smell - Chronic tardiness or absence - Bleary eyes/dark glasses - Missed appointments - Frequent grievances - Patterns of decline in dress, manner, behavior

Slide #31

Drug Issues

1. Synergy (1 + 1 = 4)
2. Half-life (drug stays in the body a long time)
3. Tolerance (lethal limits)
4. Expectations

Slide #32

The Supervisor's Primary Responsibility

1. Employee Safety
- +
2. Job Performance
- =
- Employees Who Are Fit To Work

Slide #33

Two Little Words Which Spell Trouble

"AGAIN"
"STILL"

Slide #34

Supervisor's Motto -

Know your PEOPLE!

(END OF PRESENTATION)

QUESTIONS - Manager

Thank health professional and invite questions. Point out that a handout summarizing these behavioral signs is contained in the kit they received.

Allow a few minutes for questions, then go to guidelines.

GUIDELINES FOR HANDLING DRUG & ALCOHOL RELATED INCIDENTS-Manager

COMMENTARY

Are there any other questions for Dr. _____?
if not, I would like to discuss with you the guidelines for administering the Company's policy on drug and alcohol abuse. You will find a copy of the guidelines in the packet which was passed out earlier. I would like to go through each with you at this time.

GUIDELINES

Manager should now go through "Management Guidelines" and discuss the Questions and Answers.

QUESTIONS - Manager

Invite questions from supervisors. The personnel representative present will assist you in handling questions concerning guidelines.

CONCLUSION

Conclude question time and close on a positive note using Slide #35 as follows:

COMMENTARY

Thank you for your attendance and participation. Since observation is so vitally important, let's just test our powers of observation. Look at this slide for 15 seconds and count the number of F's you can see. I will only leave the slide up for 15 seconds (count).

ACTION

Show slide FOR 15 SECONDS ONLY. NOW SWITCH
OFF THE SLIDE PROJECTOR.

Slide #35

Finished files are the result of experimentation of scientific facilities.

ASK - How many saw four F's?
- How many saw five F's?
- How many saw six F's?

ANSWER - 6 (Most people don't see the two F's in "of".)

COMMENTARY

You often see what you expect to see. As supervisors you need to assure yourself that you are alert to your employee's fitness for duty. As today's quiz points out, we do not always see what is there.

VIDEOTAPE SESSION
DRUG AND ALCOHOL ABUSE REFRESHER TRAINING

Mr. Edward E. Utley

CAROLINA POWER & LIGHT COMPANY
Management Training

October 1984

Revision #2
10/30/84

VIDEOTAPE SESSION

DRUG AND ALCOHOL ABUSE REFRESHER TRAINING

Throughout its history CP&L has held a strong commitment to provide a safe and rewarding work environment for all employees. Consistent with the spirit and intent of this commitment, we developed a drug and alcohol abuse practice and procedure in the spring of 1983. Our goal was, and is still, to maintain a work environment that is free from the effects of drug and alcohol abuse. Most of you viewing this video program have already participated in Company-sponsored drug and alcohol abuse awareness training. The drug issues we address today are not "new". Most of us are familiar with the drug terms and the debilitating effects of drug and alcohol abuse in our society. So you may be asking yourself, "Why do I need to hear this message?" To answer that question, let's take just a moment to reflect on what has transpired since our first efforts in this area a little more than 18 months ago.

To begin with, can we now say that the drug and alcohol problems in our nation have lessened in importance in the past year and a half? Hardly so, for we know we are dealing with a social phenomena that is not going to entirely disappear despite the best of all efforts. What does this mean to CP&L employees? It means that the Company recognizes that ongoing concern and vigilance is necessary as we strive to maintain a drug-free work environment at CP&L. Let's draw an analogy between our drug and alcohol efforts and something we're all familiar with--personal safety. Our Company has not gained recognition as a leader in employee safety simply because each employee dedicates time each day to safety on the job. It takes an ongoing, deliberate effort to achieve the enviable safety records such as you achieved over the years. Similarly, we cannot devote only insignificant segments of time to other important issues that affect all of us as CP&L employees. Drug and alcohol abuse deserves our attention and energies on a continuous basis.

Recently, we completed a refresher training program in drug and alcohol abuse issues for supervisors and managers. We were fortunate in obtaining the services of Mr. Peter Bensinger, one of the foremost authorities on drug and alcohol abuse in our nation, to assist us in this effort. Mr. Bensinger and his associates discussed several concepts I'd like to share with you to emphasize the importance of continuing our efforts to maintain a drug-free work place. The first of these concepts is what Mr. Bensinger refers to as the issue of "more". Simply stated, "more" of our nation's population is using drugs and alcohol than ever before. For example, Mr. Bensinger cites figures concerning the use of marijuana--in 1973, 5 to 8 million people in our nation used this drug, in 1984 it is estimated that approximately 25 million Americans use this drug on a regular basis. Perhaps even more startling is the use of cocaine--in 1974, it was estimated that about 500,000 Americans used this drug. Today it is estimated that approximately 10 million people in our country use this popular "drug of choice". He cited recognized statistics on various other drugs and the trends clearly speak for themselves. Consider another phenomena Mr. Bensinger has noted--the concept of "earlier". Unfortunately, not only are Americans consuming more drugs, but our consumption habits begin at an earlier age. Drug use is no longer limited to universities and high schools. Increasingly it can be found in jr. high and in grade schools. Nor are we at CP&L immune to the seductive powers and enormous influence of the advertising media that associates all the pleasures of our fantasies with a favorite alcoholic beverage. In short, we live in a society that endorses certain drug related behavior as acceptable and yet condemns certain other drug-related behavior strenuously. "Mixed signals" is what the experts call it, and these "mixed signals" send a confusing and worrisome message to some of us. What does this mean to our industry and to us as CP&L employees? We are visible and active members of the communities where we live and work. Each of us is inescapably identified with the Company and are expected to represent it in a responsible and creditable fashion. Certainly the vast majority reflect credit upon themselves and the Company in every community.

While the Company has no intention of intruding into the private lives of employees, it does expect all employees to report for work in condition to

perform their duties. The Company recognizes that employee off-the-job and on-the-job involvement with drugs can have an impact on the work place and the ability to accomplish our goals of a drug-free work environment and a safe, healthy, productive workforce. The measures which have been implemented to accomplish these goals may seem harsh to some individuals. The Company believes them to be justified and necessary.

In a time of public and governmental scrutiny concerning the safe operation of critical utility facilities, we must adhere to strict standards of conduct if we are to continue to fulfill our responsibility to provide reliable energy services to our customers. Our initial concern with the impact of drug and alcohol abuse in our work place was not an overreaction to the situation. Interestingly, since the inception of our drug and alcohol abuse practice and procedures, the Nuclear Regulatory Commission has adopted "fitness for duty" standards for certain personnel. Clearly, our Company response has been timely and appropriate. CP&L is a small segment of a larger society and as a Company we share in the societal concerns involving drug and alcohol abuse. We will continue to act responsibly to face the challenge of this potential problem; to insure a healthy, safe and productive work environment that wins public confidence and support. We will continue to provide employee education and assistance in drug and alcohol related areas, whether it be training our supervisors to deal with drug related behavior or providing individual confidential services through our Employee Assistance Program. We are, in fact, committed to making a positive difference in addressing this area of concern. Like safety, however, it will take the effort of each and every employee. I encourage you to review the drug and alcohol practice and procedures and to share your concerns or questions regarding any aspect of the Company's efforts with your supervisor.

I'm asking you to participate actively in the continuing effort to keep our work place free from the effects of drug and alcohol abuse. Your concern and efforts in the past year and a half have contributed to a safe and productive work place. With the ever increasing challenges posed by our industry, let's not lose sight of the need to address these issues which ultimately impact the well being of each of us.