

**BNSF**



RICCI L. GARDNER  
Vice President  
Human Resources

BURLINGTON NORTHERN SANTA FE RAILWAY

2650 Lou Menk Drive  
P.O. Box 961055  
Fort Worth, TX 76161-0055  
Telephone: (817) 352-6460

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Dear Fellow Employee:

Enclosed is a copy of The Burlington Northern and Santa Fe (BNSF) Railway Company revised Drug and Alcohol Policy. This policy applies to all BNSF employees and becomes effective September 1, 1999.

This is the first comprehensive revision of BNSF's Drug and Alcohol policy since October 1996, and is designed to be easier to read and use. It also incorporates important changes in federal regulations and BNSF practices.

You need to review this policy, so that you have a clear understanding of your rights and responsibilities. The major changes in this policy are listed at the beginning of the enclosed policy booklet.

- Paragraph 3.1 (Use or possession of alcohol, drugs and drug paraphernalia)
- Paragraph 3.5 – 3.6 (Use of alcohol while traveling on company business)
- Paragraph 3.7 (Discipline in the absence of a drug or alcohol test)
- Paragraph 6.8 (Re-testing of split urine samples)
- Paragraph 6.9 (No alternate testing for breath alcohol)
- Paragraph 7.6 (Drug and alcohol violations classified as "Serious")
- Paragraphs 9.1 – 9.6 (Clarifications on voluntary referral to EAP)
- Paragraphs 10.1 – 10.8 (Procedures for handling co-worker report of violations)

If you have any questions about this policy or about how it applies to you, contact your supervisor, or BNSF's Medical and Environmental Health Department at company line 352-4900. After September 1, 1999, the revised policy will also be available via the intranet at [bnsfweb.bnsf.com](http://bnsfweb.bnsf.com) under Employee Services, Human Resources.

BNSF is committed to a work environment free of drugs and alcohol. This policy is an important part of BNSF's effort to achieve that goal. The result will be a safer environment for BNSF employees and for the communities we serve.

Thank you for your assistance.

Sincerely,

Ricci L. Gardner