



DRUG AND ALCOHOL POLICY

Casey's General Stores is committed to providing a safe work environment and to fostering the well-being of its employees. That commitment is jeopardized when any Casey's employee uses illegal drugs or alcohol on the job, comes to work under the influence of alcohol or drugs other than as prescribed or directed, misuses legal or prescription drugs, or possesses, distributes or sells drugs or drug paraphernalia in the workplace. Casey's has established the following policy with regard to alcohol and other drugs to ensure that we can meet our obligations to our employees, shareholders, customers and the public.

The goal of this policy is to balance our respect for individual privacy with the need to maintain a safe, productive, and drug- and alcohol-free environment. Our intention is to assist in the prevention of substance abuse and to promote treatment, while sending a clear message that misuse of legal or prescription drugs, illegal drug use and alcohol abuse are incompatible with working at Casey's. All prospective and current employees subject to testing will be required to read the provisions set forth in the policy and verify their understanding of such by signing Casey's Drug and Alcohol Testing policy Verification form. In accordance with applicable state law, medical marijuana cardholders are subject to the same policies and procedures outlined herein as all other employees. As such, the Company prohibits the possession of drug paraphernalia and the medical use or storage of prescribed marijuana on its property and/or vehicles on its property and/or in Company-owned vehicles. Any questions regarding this policy should be directed to the Vice President of Human Resources at P.O. Box 3001 Ankeny, Iowa 50021. Telephone: 515-965-6577. Casey's drug and alcohol testing policy is set forth as follows.

For Arkansas employees only: this policy complies with the rights established by Arkansas Code §11-14-105.

A. DEFINITIONS.

Abuse of Alcohol or a Legal Drug. Any use of alcohol or a legal drug that impairs an individual's faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions). In addition, the taking of a prescription drug that was prescribed for another shall be considered "abuse" of a legal drug.

Alcohol. Ethanol, isopropanol, or methanol.

Alcohol Test. The taking and examination of any sample of the human body (excluding blood) that is capable of revealing the presence of alcohol.

CDL/DOT Driver. An employee that holds a valid commercial driver license (CDL) and has been authorized to drive Company vehicles that require a CDL. An employee may hold a valid CDL but not be a designated CDL Driver for the Company. CDL Drivers are subject to Department of Transportation (DOT) Regulations regarding Controlled Substances and Alcohol Use and Testing.

Collection Facility. A certified collection site such as an occupational health center, a hospital or otherwise identified clinic or facility to which a prospective or current employee may be sent for a drug test or alcohol test.

Controlled Substance as used in this policy means:

- a. Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the Federal Controlled Substances Act,
- b. Any substance regulated by the "Iowa Imitation Controlled Substance Act" (which includes, "a substance which is not a controlled substance but which by color, shape, size, markings, and other aspects of dosage unit appearance, and packaging or other factors, appears to be or resembles a controlled substance") found in the Iowa Code,

- c. Any controlled substance or counterfeit substance under the Iowa “Uniform Controlled Substance Act,” found in the Iowa Code, or
- d. Any additional controlled substance or counterfeit substance as identified under the states’ codes in which Casey’s operates.

Drug. Any drug or substance defined as a controlled substance that is included in schedule I, II, III, IV, or V under the Federal Controlled Substances Act. Said substances include, but are not necessarily limited to cocaine, phencyclidine (PCP), opiates, amphetamines, marijuana, MDMA (ecstasy), and 6-acetylmorphines (6-AM).

Drug Test. The taking and examination of any sample of the human body (excluding blood) that is capable of revealing the presence of drugs, or their metabolites.

Job Pool. A designated group of employees who will be subject to drug and/or alcohol testing.

Legal Drug. A drug for which there is a valid prescription for the employee or an over-the-counter medication.

Medical Review Officer. An individual, qualified by the State Board of Health, who is responsible for receiving results from a testing facility which have been generated by an employer’s drug or alcohol test program, and who has knowledge and training to interpret and evaluate an individual’s test results together with the individual’s medical history and other relevant information.

Prospective Employee. An individual who has made application, whether written or oral, to our Company and has been formally offered a safety-sensitive position that is included within a job pool subject to Casey’s drug and alcohol testing policy and which is contingent upon a negative test result.

Random. An unannounced drug or alcohol test conducted on a periodic basis without advance notice to employees. Selections for testing from each job pool are conducted by a neutral and objective entity and are made by computer-based random number generation. All employees in a job pool have an equal chance of being selected for each unannounced test.

Refusal to Submit. An individual will be deemed to have refused to submit to a test if the individual declines to consent to a test, fails to provide an adequate specimen without satisfactory medical explanation or engages in any conduct which impairs or obstructs the testing process. A refusal to submit to a test will be treated as a voluntary resignation of position and employee will be deemed ineligible for rehire.

Safety-Sensitive Position. A job wherein an accident could cause loss of life, serious bodily injury, or significant property or environmental damage, including a job with duties that include immediate supervision of a person in a job that meets the requirements of this paragraph. No employee will be classified as being in more than one safety-sensitive job pool.

Sample. A sample from the human body capable of revealing metabolites excluding blood, such as urine, saliva, or breath.

Under the Influence. An employee or prospective employee shall be conclusively deemed for the purposes of this policy, to be “under the influence” of any substance regulated by this policy:

- a. For substances other than alcohol, if an individual has any drug or its metabolite(s) for which testing is conducted under this policy in an amount such that a positive test result is confirmed by the laboratory to the Medical Review Officer used by the Company, or
- b. For alcohol, if the level of alcohol detected by testing under this policy equals or exceeds the cut-off level established by this policy. DOT regulations identify the cut-off level for alcohol as 0.02 g/210 liters breath. For Non-DOT employees, cut-off levels for alcohol are .04 g/210 liters breath.

Workplace. Any location where employees perform work for the Company including job sites, Company property, Company vehicles and personal vehicles being used on Company business.

B. LEGAL DUTY. Nothing in this policy creates a legal duty on Casey's to conduct drug or alcohol testing. However, the Company will conduct drug or alcohol testing as required by federal law or regulation or as required by law enforcement. If illegal or unethical behavior is observed while at work, or poses an immediate risk to any employee's safety while on the job, Casey's reserves the right to take corrective action, up to or including termination without an obligation to administer drug and/or alcohol testing. Such actions may include but are not limited to exchanging or asking for a controlled substance and/or smelling of alcohol while on duty.

C. DOT DRUG AND ALCOHOL TESTING. Casey's conducts testing of all prospective and current employees for positions which require an active CDL and are subject to the Federal DOT Regulations and the specific requirements for drug and alcohol testing contained within said regulation. Testing conducted per federal regulations includes pre-employment, random, reasonable suspicion and post-accident DOT-certified drug and alcohol testing for CDL Drivers subject to DOT regulations.

1. Pre-Employment Drug Testing

A pre-employment drug test is required after a conditional offer of employment has been extended, and a negative result must be received before the Company will allow a driver to begin job training.

2. Post-Accident Drug and Alcohol Testing

This test applies to all CDL drivers who are involved in fatal incidents. The test must also be conducted on all CDL drivers who are cited for moving violations arising in an incident that requires a vehicle being towed or an injury requiring medical attention away from the scene. The alcohol test must be conducted within 8 hours and the controlled substances test must be conducted within 32 hours of the incident.

3. Random Drug and Alcohol Testing

Casey's conducts random drug and alcohol testing of all CDL Drivers as required by the DOT. All random, unannounced selections are made by a random generator computer program that complies with federal requirements. Selections are made at various, unannounced times throughout the year to ensure the Company tests 50% of drivers for drugs and 10% of drivers for alcohol. All DOT regulated employees have an equal chance of being selected.

4. Reasonable Suspicion

Casey's will conduct a DOT reasonable suspicion drug and/or alcohol test when a trained supervisor or Company official observes behavior or appearance that is characteristic of drug or alcohol use in violation of the policy while on duty. The driver will immediately be removed from performing any safety-sensitive functions until results are received.

Any violation of a DOT-regulated Drug or Alcohol test will result in a referral to a Substance Abuse Professional (SAP referral) as required by federal regulations, and the driver will be terminated from their driving position with the Company. All DOT drivers are also subject to the same testing requirements as outlined below when not performing safety-sensitive functions.

D. NON-DOT DRUG AND ALCOHOL TESTING. Casey's may conduct drug and/or alcohol testing in the following circumstances:

1. Prospective employees in safety-sensitive positions;
2. Based upon "reasonable suspicion;"
3. Random;
4. Post-accident; or
5. During or after an employee completes drug or alcohol rehabilitation.

1. **Drug Testing of Prospective Employees:** All individuals who have been formally offered a safety-sensitive position with Casey's shall be tested for drugs prior to beginning employment. Prospective employees may provide any information which may be relevant to the drug test to the personnel at the collection facility or to the Medical Review Officer used by our Company. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information. If the individual's test yields a confirmed positive test results, Casey's will notify the prospective employee in writing of the results of the test, of the name and address of the Medical Review Officer who made the report and of the prospective employee's rights to request records in this regard. To be considered qualified for employment with the Company in positions which require a pre-employment drug test, a negative report on a valid pre-employment drug screen must be received. If the above qualifications are not met, the prospective employee will be deemed "not qualified," and any conditional offer of employment that had been extended will be withdrawn. Current employees transferring from one safety-sensitive position which required a "pre-employment" drug test to another safety-sensitive position within the Company are not required to undergo a "pre-employment" drug test for the new position.
2. **Reasonable Suspicion: With the approval from Human Resources** drugs and/or alcohol testing may be conducted if there is reasonable suspicion to believe, based upon specific objective and distinct facts and reasonable inferences drawn from those facts in light of experience, that an employee is using or has used alcohol or drugs in violation of Casey's policy. For purposes of this policy, facts and inferences may be based upon, but are not limited to, any of the following:
 - a. Observable phenomena while at work such as direct observation of alcohol or drug use or abuse or of the physical symptoms or manifestations of being impaired due to alcohol or other drug use.
 - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - c. A report by a reliable and credible source that an individual is under the influence of alcohol or drugs while on the job.
 - d. Evidence that an individual has tampered with any drug or alcohol test required by Casey's.
 - e. Evidence that an employee has caused an accident at work which resulted in an injury to a person or property in accordance with state law.
 - f. Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used or transferred drugs while employed by Casey's, while on Casey's premises, or while operating a Casey's vehicle, machinery or equipment.

If Human Resources determines an employee is to be tested for drugs or alcohol per the provisions outlined, said employee will be transported to and from the collection facility by a Casey's Manager/Supervisor and then placed on suspension without pay pending the results of the test. Dependent upon the results, the employee will be subject to the conditions outlined under section F, Discipline.

3. Random Drug and Alcohol Testing: Casey's may conduct random drug and alcohol testing of employees in safety sensitive positions. Casey's will select for random testing from the following pool of employees: All employees at a particular work site who are in a pool of employees in a safety-sensitive position and who are scheduled to be at work at the time testing is conducted, other than employees who are not scheduled to be at work at the time the testing is to be conducted or who have been excused from work pursuant to the employer's work policy prior to the time the testing is announced to employees. All random, unannounced selections are made by a random generator computer program that complies with federal requirements. Selections are made at various, unannounced times throughout the year. All employees have an equal chance of being selected.

4. Post-Accident Testing: Casey's may conduct drug or alcohol testing in investigating accidents in the workplace in which the accident resulted in an injury to a person requiring medical treatment beyond first aid, loss of consciousness, restriction of work or motion, or transfer to another job, or which resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars.

5. During or After Rehabilitation: Casey's may conduct drug and/or alcohol testing upon an employee during the individual's rehabilitation period or at any time thereafter as provided in section G, Rehabilitation.

E. TESTING COSTS AND PROCEDURES. Casey's shall pay the costs associated with the initial and confirmatory drug and alcohol testing. Testing of employees shall normally occur during, or immediately before or after, a regular work period. The time required for such testing, including travel time, will be deemed work time for the purposes of the Fair Labor Standards Act and for calculating compensation and benefits.

Casey's will arrange for a confirmatory drug and alcohol testing to be conducted at a certified laboratory that is also approved, if required, by federal or state law. A sample will be taken from the prospective or current employee for the drug and/or alcohol test at an established collection facility. The collection of samples shall be performed under sanitary conditions, with the regard for the privacy of the individual from whom the specimen is being obtained, and in a manner reasonably calculated to preclude contamination or substitution of the specimen.

Sample collection for testing of current employees shall be performed so that the specimen is split into two components at the time of the specimen collection, with the second portion of the specimen or sample shall be sufficient quantity to permit a second, independent confirmatory test. Both portions of the sample shall be forwarded to the laboratory conducting the initial confirmatory testing. The laboratory shall store the second portion of any sample until receipt of a confirmed negative test results or for a period of at least one hundred eighty (180) calendar days following the completion of the initial confirmatory testing, if the first portion yielded a confirmed positive test result. A Medical Review Officer shall, prior to the results being reported to Casey's, review and interpret any confirmed positive test results. The employee or prospective employee's right to explain a positive test result to the Medical Review Officer will be offered at during this time. The Medical Review Officer will attempt to contact the individual and allow the opportunity to provide any medically valid explanation for a positive test result prior to reporting a confirmed positive test to Casey's. Prospective and current employees shall be notified in writing by certified mail, return receipt requested, of positive test results, the name and address of the Medical Review Officer who made the report, and of the individual's right to request records and a confirmatory test.^{1 2}

¹ Iowa law requires that Casey's must provide a copy of the written policy to a parent of a minor employee or prospective employee and shall obtain a receipt of acknowledgement from the parent that a copy of the policy has been received. Certified mail, return receipt requested shall satisfy this requirement. In addition, Iowa law requires Casey's to provide notice of a confirmed positive test result to the parent of a minor employee or prospective employee. "Minor" is defined as an individual who is under eighteen years of age and is not considered by law to be an adult. "Parent" is defined as a biological or adoptive parent, a stepparent, or a legal guardian or custodian of the minor.

² Minnesota law provides that a prospective employee may request a retest of the original sample at the individual's own expense if said individual so notifies Casey's in writing with five (5) days of receiving the confirmatory notice. The employer is required to contact the original testing laboratory within three (3) business days after receiving the employee's/prospective employee's written request for a second test. The employee/prospective employee has discretion to request whether the original lab conduct the second test or transfer to another testing lab.

Minnesota law requires that upon a confirmatory positive test result, a current or prospective employee may explain the positive results and the employer may request specific information regarding medication that has recently been taken in order to determine the reliability of the explanation.

Current employees may request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice if the request is made in person or by certified mail to the Vice President of Human Resources within seven (7) days of the date of the certified letter and the employee pays for the fees associated with the second test within that time frame. If the results of the second test do not confirm the results of the initial confirmatory test, the employer shall reimburse the individual for the fee paid for the second test and the results from the initial confirmatory test shall not be considered a confirmed positive drug or alcohol test for purposes of taking disciplinary action.

F. DISCIPLINE. Any action taken against a prospective or current employee shall be based only on the results of the individual's drug and/or alcohol test.

1. Prospective Employees

To be considered qualified for employment in a safety-sensitive position with Casey's, a prospective employee must (a) submit to a drug test, and (b) receive a negative report on the drug test. If either of these qualification are not met, the prospective employee will be deemed "not qualified," and either the application process will be terminated or any conditional offer of employment that has been extended will be withdrawn.

2. Current Employees

- a. Right to Refuse to Submit:** An employee who refuses to submit to a drug and/or alcohol test as outlined herein will be considered to have voluntarily resigned from employment.
- b. Negative Test Result:** Upon receipt of a negative drug or alcohol test result, employees who are suspended without pay (for reasonable suspicion, random, or post-accident testing) shall be reinstated to their position and receive back pay for all shifts missed due to suspension.
- c. Confirmed Positive Drug Test:** An employee who receives a confirmed positive drug test result will be terminated from employment unless state law prohibits termination and requires rehabilitation as set forth in section G.
- d. Confirmed Positive Alcohol Test:** An employee who receives a confirmed positive Non-DOT alcohol test result indicating a blood alcohol content of .04 or more will be terminated from employment unless state law prohibits and requires rehabilitation as set forth in section G.

G. REHABILITATION. Unless otherwise mandated by law, this policy does not require the Company to offer rehabilitation or treatment to an individual who tests positive for drugs or alcohol. As of the effective date of this policy, employees who are subject to the laws of the states of Iowa and Minnesota shall be subject to the rehabilitation laws of their respective states provided they meet the criteria set forth below.

1. Iowa

An employee subject to the drug and alcohol testing laws of the state of Iowa who has received a confirmed positive alcohol test showing a blood alcohol content of or between .04 and .09 shall be given the opportunity for rehabilitation, treatment, or counseling, which may include additional drug or alcohol testing, only if the following conditions are met:

- a. The individual has been employed by Casey's for at least twelve (12) of the eighteen (18) months prior to the taking of the sample,
- b. The individual agrees to undergo rehabilitation, treatment, or counseling as required by the employer, and
- c. The individual has not, at any time, previously violated Casey's Drug and Alcohol policy.

Casey's shall not take adverse employment action against an employee who qualifies for rehabilitation provided the employee complies with the requirements of rehabilitation and successfully completes the rehabilitation program.

The out-of-pocket costs for rehabilitation (after insurance costs) shall be split equally between Casey's and the employee. However, Casey's will not be required to pay more than Two Thousand Dollars (\$2,000) toward the costs not covered by the employee's health care plan.

Rehabilitation required pursuant to this section shall not preclude Casey's from taking any adverse employment action against the employee during the rehabilitation period based on the employee's failure to comply with any requirements of the rehabilitation program. Evidence of an employee's failure to comply include, but are not limited to, failing to complete the program or receiving a confirmed positive test result during or after completion of the program.

2. Minnesota

An employee subject to the drug and alcohol testing laws of the state of Minnesota who has received a confirmed positive drug test result or a confirmed positive alcohol test result showing a blood alcohol content of at least .04 shall be given the opportunity for rehabilitation, treatment, or counseling, which may include additional drug or alcohol testing, only if the following conditions are met:

- a. The individual has not, at any time, previously violated Casey's substance abuse prevention policy, and
- b. The individual agrees to undergo rehabilitation, treatment, or counseling as required by the employer.

Casey's shall not take adverse employment action against an employee who qualifies for rehabilitation provided the employee complies with the requirements of and successfully completes the rehabilitation program.

The employee shall be responsible for all out-of-pocket costs associated with the rehabilitation program.

Rehabilitation required pursuant to this section shall not preclude Casey's from taking any adverse employment action against the employee during the rehabilitation period based on the employee's failure to comply with any requirements of the rehabilitation program. Evidence of an employee's failure to comply include, but are not limited to, failing to complete the program or receiving a confirmed positive test result after completion of the program.

H. CONFIDENTIALITY. All communications received by Casey's relevant to current or prospective employee test results are confidential communications and will not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except as authorized by law. Test results will not be used as evidence in any criminal action against the current or prospective employee.

A current or prospective employee who is the subject of a drug or alcohol test conducted pursuant to this policy and for whom a confirmed positive test result is reported shall, upon written request, have access to any records relating to said test. However, a prospective employee shall be entitled to records under this paragraph only if the prospective employee requests the records within fifteen (15) calendar days from the date the employer provided the prospective employee written notice of the results of the drug or alcohol test.

Employee test results are confidential and kept separate from personnel records. Test results and other confidential information may be released to the employer and the substance abuse professional. Any other release of this information is only with the employee's consent or as permitted or required by state or Federal law.

I. SUBSTANCE ABUSE RESOURCES AND EMPLOYEE ASSISTANCE PROGRAMS

AVAILABLE. If any employee or employee's family member is looking for resources within the

community, Casey's recommends contacting the Substance Abuse and Mental Health Administration Services (SAMHSA) National Helpline. The Helpline is a confidential, free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing substance abuse issues. This service provides referrals to local treatment facilities, support groups, and community-based organizations. To reach the SAMHSA National Helpline, simply call 800-662-HELP (4357) or visit the online treatment locator at <http://www.samhsa.gov/treatment>.

In addition Casey's maintains a resource file of substance abuse services providers, and organizations available to assist employees with drug or alcohol problems. In the state of Iowa, information concerning Licensed Substance Abuse Programs as well as Accredited Mental Health providers is contained within the Resource File. A summary of the information contained within this Resource File is posted in every Iowa store location and corporate headquarters and this file can be accessed by request by contacting the Vice President of Human Resources at P.O. Box 3001 Ankeny, Iowa 50021.

Casey's also offers an Employee Assistance Program (EAP) for all full-time employees, spouses and their dependents as part of its employee benefits. The EAP provides confidential evaluation, referral, and short-term counseling at no cost to the employee whose personal or health problems are interfering with their job performance including abuse of alcohol or drugs.

Casey's disciplinary rules and practices outlined in this policy and the EAP are distinctly separate in their applications. An employee's decision to seek prior assistance from the EAP will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. On the other hand, the fact that an employee has been using the EAP will not be a defense to imposition of disciplinary action where facts showing a violation of Casey's rules are obtained outside the EAP. An employee may contact this free EAP service directly. The employee is assured that no one at Casey's will be notified of the specifics of the visit. Contact information for the EAP can be found in the Employee Handbook (see policy 41.216) or by contacting the Human Resources Department.

J. ACKNOWLEDGMENT OF THE POLICY. All employees and prospective employees of safety sensitive position will be required to sign an acknowledgement form verifying their understanding of the information set forth herein. In Iowa, pursuant to state law, if the employee or prospective employee is a minor, Casey's shall provide a copy of the written policy to the individual's parent and shall obtain a receipt or acknowledgment from the parent that a copy of the policy has been received.

K. DISCLAIMER. While the Company believes wholeheartedly in the plans, policies and procedures described, it is committed to reviewing them continually and reserves the right to change, to terminate or to deviate from them at any time. Nothing in this policy is intended, nor should it be construed, as requiring "cause" for termination or otherwise altering the at-will nature of the employment relationship.