

EXHIBIT BOOK

POLICIES FOR BOARD APPROVAL

Corporate Governance Committee Meeting
10/27/25

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MTA ALL AGENCY POLICY DIRECTIVE

Alcohol- and Drug- Free Workplace (11-TBD)

The Metropolitan Transportation Authority ("MTA") is committed to having an alcohol- and drug-free workplace to endeavor to safeguard customers and employees from the effects of illicit drug use and alcohol misuse. It is the policy (this "Policy") of the MTA, and all subsidiary and affiliate agencies, to strictly prohibit the unlawful manufacture, distribution, sale, dispensation, possession, or use of alcohol and controlled substances in the workplace. **No employee of an MTA agency is permitted to report for duty or remain on duty while under the influence of alcohol use or illicit drug use.**

Consistent with federal regulations and MTA agency requirements, all employees must abide by the terms of this Policy as a condition of their employment, including the following:

1. A violation of this Policy may lead to disciplinary action, and may also require the employee to successfully complete rehabilitation through an Employee Assistance Program ("EAP").
2. An employee convicted of violating a criminal drug statute must immediately follow the notification requirements of their MTA agency, including pleas of guilty or no contest. **The employee's agency must also notify the Occupational Health Services ("OHS") Department immediately following notification from the employee, by forwarding an email to compliancesupport@mtahq.org.** The Drug & Alcohol Programs team of OHS will, in turn, report convictions to the appropriate Department of Transportation ("DOT") agency, as may be required pursuant to applicable regulation, **within ten (10) calendar days of notification receipt.**

This Policy further provides for:

1. An alcohol- and drug-free awareness program that informs employees of:
 - The dangers of alcohol and drug use in the workplace; and
 - The circumstances under which alcohol and/or drug testing of employees is required; and
 - The consequences of testing violations.
2. Services to assist employees in combating substance abuse issues/problems (see page 2 - **EAP Contact Information**).

Employees are encouraged to remain cognizant of this Policy and to familiarize themselves with MTA alcohol/drug testing policies, which are accessible online via the MTA Policy Portal. **Please note that employee consent to required alcohol and/or drug testing is implied by accepting and continuing MTA employment.**

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Note: Questions regarding this Policy can be directed to the MTA agency's HR Business Partners (see <https://mtatoday.mta.org/hr-business-partners/>), or by contacting OHS via email to compliancesupport@mtahq.org.

Effective: October 2025

EAP Contact Information

Employee Assistance Programs: <https://mtatoday.mta.org/employee-assistance-programs/>

MTA Agency	EAP Contact Information
- Headquarters - Police - Metro-North Railroad - Construction and Development Company - Grand Central Madison Operating Company	110 East 42nd Street, Suite 1301 (across from Grand Central Terminal) New York, NY 10017 Phone: (212) 883-8084, Fax: (212) 883-8086 Hours of operation: Monday to Friday, 8 a.m. to 4 p.m.
- New York City Transit - Staten Island Railway - Bus Company	Work Life Services: 177 Livingston St, 4th Floor/Suite B Brooklyn, NY 11201 Phone: (347) 643-7376 Hours of operation: Monday to Friday, 8 a.m. to 4 p.m. https://mtatoday.mta.org/work-life-services/
Long Island Railroad	300 Old Country Road, Suite 103, Mineola, NY 11501 Phone: 347-494-6285 Fax: (516) 248-3437 http://www.lirr.org/HumanResources/EAP/
Bridges and Tunnels	800-833-8707 (Work-Life Assistance Programs , company code: MTABT)