

# DRUGS, ALCOHOL & SUBSTANCE ABUSE POLICY

## Policy brief & purpose

We will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks. To mitigate these risks, we have developed this substance abuse policy to prohibit the use, possession, or sale of drugs on company premises and strictly regulate the consumption of alcohol.

## Scope

All job applicants, employees, contractors and part-time employees should abide by the provisions of this policy.

## Policy elements

Illegal drugs, inhalants and prescription as well as over-the-counter drugs fall into the “substances” category. We will also place restrictions on alcohol consumption.

### **While working, you must not:**

- Possess, use or be under the influence of alcohol, inhalants or drugs.
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- Sell, buy, transfer or distribute drugs or drug paraphernalia.
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- Use prescription drugs (e.g. medical marijuana) while working or being on company premises.

To prevent accidents and productivity losses, we implemented drug and alcohol tests for employees/candidates when:

1. The circumstances surrounding a workplace accident or incident are unclear and we want to ensure there was no substance abuse involved.
2. We have received whistleblowing information and must act upon it for the safety and security of all employees, as well as members of the public.
3. We want to test employees randomly.

Especially if you are doing a safety critical task, we reserve the right to withdraw our job offer, alter your job duties or send you home for the day if you're under the influence of drugs (e.g. muscle relaxants.)

We may also terminate your employment immediately if your actions create safety risks and are deemed gross misconduct. We will determine the best disciplinary action on a case-by case basis.

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Depending on the substance, you may still clear a random drug test if you test positive for prescription drugs. If your job is safety-sensitive you must show that you can perform your duties without problems.

## Disciplinary Consequences

We may invoke disciplinary action up to termination, when you:

- Test positive for any drugs not prescribed by a medical practitioner
- Sell, or attempt to sell, any form of substance.
- Use any kind of illegal drug on company premises
- Refuse to take company mandated drug test.
- Managers will decide on the appropriate disciplinary action on a case-by-case basis.

**Approved by: Gurbakhs Singh**  
**Position: Managing Director**

Approved by	G.Singh Director	Signed: 	Date 6/3/2025
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