



Majan Technical Supplies and Services

Alcohol and Drug Free Workplace Policy

This policy applies to all employees, except where indicated in the policy that application is restricted to safety-sensitive positions or safety-sensitive tasks.

In this policy, a “safety-sensitive position” means a position in which performance impaired by alcohol or drugs could result in direct and significant risk of injury to employees, contractors, the general public or the environment. A “safety-sensitive task” is a particular task performed by an employee in which the performance impaired by alcohol or drugs could result in direct and significant risk of injury to themselves, other employees, contractors, and the general public or the environment.

Policy Statement

All employees are responsible for safety in the workplace. Alcohol and drug use that impairs the ability of employees to perform their jobs, including jeopardizing their safety and the safety of other employees, the general public and the environment, is prohibited.

Violation of Policy

The presence in the body, possession, use, distribution, dispensation, sale or manufacture of illicit or illegal drugs is prohibited while conducting business, while in or operating a vehicle of the Company or while on Company premises or Client Site.

The intentional misuse of medications (e.g. using medication other than as prescribed or combining medication and alcohol against direction) is prohibited while conducting business, while in or operating a vehicle of the Company or while on Company or client premises.

The consumption, distribution or sale of alcoholic beverages is prohibited while conducting business, while in or operating a vehicle of the Company or while on company or client premises. Employees working in a safety-sensitive position (including the operation of a motor vehicle of the Company) are prohibited from consuming any alcoholic beverage during their working hours, including meals and breaks.

Responsibilities

Management

- Communicate this policy to all employees of the Company.
- To the extent the Company deems appropriate, implement an education program regarding the effects of using or abusing alcohol or drugs.
- Train supervisors to recognize and handle performance problems caused by alcohol or drug use.
- Deal promptly with an actual or perceived alcohol or drug problem in consultation with Human Resources.

- Conduct alcohol and drug testing of employees working in safety-sensitive positions following an accident (including a motor vehicle accident), near miss or other potentially dangerous incident where involvement of alcohol or drugs has not been positively ruled out.
- In so far as it is reasonable, protect the confidentiality and privacy of an employee taking steps to deal with an alcohol or drug dependency problem.

Employees

- Read and understand this policy; perform job in a safe manner in accordance with this policy.
- If they will be working in a safety-sensitive position, disclose a present or past (within the last six years) substance dependency problem upon application for employment.
- Cooperate fully during investigations related to this policy. For employees in safety-sensitive positions, this includes submitting to an alcohol and drug test, if requested, based on reasonable cause or following an accident (including a motor vehicle accident), near miss or other potentially dangerous incident.

Failure to Comply with Policy

if an employee violates this policy, appropriate disciplinary action will be taken, including but not necessarily limited to a warning or reprimand, suspension, corrective action agreement or termination for cause.

Contact Information

For further information or clarification, please contact the content owner of this policy or your designated **Human Resources Representative**.



MTSS

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