



DRUG AND ALCOHOL POLICY

Adopted: March, 2019 V1

ALCOHOL AND DRUG POLICY DRUG FREE WORK PLACE (DFWP) POLICY

○ I. STATEMENT OF POLICY

Employees are an extremely valuable resource for TT Cables' business and their health and safety is of great concern. Drug or alcohol use in the workplace can pose a serious threat to all our employees' health and safety. It is therefore the policy of the Company to prevent illegal substance use or abuse from having an adverse effect on any of our employees. The administrator of the Company's DFWP Policy, Designated Employer Representative (DER) is the OH&S Manager.

The company maintains this:

- *The use of illegal drugs is inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased job cost and delay.*
- *The use of illegal drugs or alcohol by employees can impair the ability of those employees to perform tasks that are critical to proper performance and can result in the potential for accidents in the workplace.*
- *The use of illegal drugs and/or alcohol by employees can affect their complete reliability, stability, and good judgment*

Specifically, it is the policy of TT Cables that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on Company premises, engaged in Company business, while operating Company equipment, or while under the authority of the Company, is strictly prohibited.

○ II. PURPOSE

The Company recognizes that the use of some drugs is illegal, and that the use of drugs and intoxicants in the workplace impacts productivity, impairs abilities, increases the likelihood of accidents, and impacts judgment and reliability. The Company also recognizes an obligation to its employees, customers, and the public at large, to take reasonable steps to assure safety in the workplace, safety in the services it provides, and safety in the distribution of such services. To this end, the Company reaffirms its Alcohol and Drug Policy, and the subsequent need for drug and alcohol awareness, education, and testing, as hereafter set forth.

III. GENERAL PROVISION

A. RULES & PROHIBITED CONDUCT

The Company recognizes that the use of some drugs is illegal, and that the use of drugs and intoxicants in the workplace impacts productivity, impairs abilities, increases the likelihood of accidents, and impacts judgment and reliability. The Company also recognizes an obligation to its employees, customers, and the public at large, to take reasonable steps to assure safety in the workplace, safety in the services it provides, and safety in the distribution of such services. To this end, the Company reaffirms its Alcohol and Drug Policy, and the subsequent need for drug and alcohol awareness, education, and testing, as hereafter set forth.

The following actions are strictly prohibited:

- *Reporting for work under the influence of intoxicants, illegal drugs, or prohibited substances;*
- *Operating Company equipment under the influence of intoxicants, illegal drugs, or prohibited substances;*
- *The use, manufacture, possession, transfer or trafficking of such intoxicants, illegal drugs, or prohibited substances in any manner during work hours or while on the job, on Company property, or in Company vehicles;*
- *In any such manner of using Company property or an employee's position within the Company to make or traffic intoxicants, illegal drugs, or prohibited substances;*
- *Any other use, possession or trafficking of intoxicants, illegal drugs, or controlled substances in a manner which is detrimental to the interest of the Company;*
- *When required to take a post-accident test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever occurs first; or*
- *Refusing to submit to an alcohol or controlled substance test as required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements.*

B. APPLICABILITY

All employees of TT Cables Ltd are subject to this Drug and Alcohol Policy

C. USE OR POSSESSION OF DRUGS/ ALCOHOL

To ensure a safe and productive work environment at all Company facilities, and to protect all employees and Company property: the use, sale, transfer, or possession of alcohol, drugs, or controlled substances while on the job shall immediately subject the employee to the Company's drug and alcohol testing procedure.

"Under-the-Influence" is defined as being unable to perform work in a safe and productive manner, being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee or other employees, the public or Company property, and/or having detectable levels in excess of 5 µg per 100 ml for the initial and confirmatory tests of alcohol; illegal drugs or controlled substances in the body in any quantity. A positive test will result in the employee's immediate suspension from work without pay for a period not less than thirty (30) days. The employee will have the opportunity to discuss the positive test with his or her supervisor but such consultation shall not postpone his/her immediate suspension and removal from duty.

Any employee who is taking a drug or other medication prescribed by the employee's physician for a medical condition, where such condition is known or advertised as possibly affecting or impairing judgment, coordination, or other sensory functions including dizziness or drowsiness, or which may adversely affect the employee's ability to perform work in a safe and productive manner, must notify their supervisor before any test is given.

Testing for Drugs & Alcohol

The Company will conduct a drug and alcohol testing program that includes three (3) types of tests to be used to detect the presence of alcohol, illegal drugs, and/or controlled substances:

- 1) Random Testing
- 2) Post-Accident Testing
- 3) Reasonable Suspicion Testing

D. GENERAL REQUIREMENTS OF TESTING PROCEDURE

The Company will test for:

Amphetamines – uppers, bennies, speed, etc

Cocaine – snow, crack, flake, coke, etc

Opiates – heroin, codeine, methadone, morphine, smack, horse, etc

Marijuana – THC, hashish, etc **Phencyclidine** – PCP,

angel dust, etc, and **Alcohol**

Urine and/or blood samples will be collected from employees utilizing a medically-accepted procedure, including an evidential breath test (EBT) as required and where available.

E. TECHNICAL REQUIREMENTS FOR TESTING PROCEDURES

Testing will be performed under direction of an official health care or other legally entitled institution.

F. DISCIPLINE

Disciplinary action is appropriate in the following situations, and will be taken based on "positive" test results:

- *Any employee who works, reports to work, or operates a Company vehicle or equipment under the influence of alcohol, controlled substances, or illegal drugs shall be immediately suspended, shall be subject to the Company's drug and alcohol testing procedure, and will be subject to discharge.*
- *Refusal to sign the authorization form associated with a drug or alcohol screen, or refusal to take a drug or alcohol screen as directed, is considered insubordination and shall result in discharge.*
- *Anyone involved in the trafficking of illegal drugs or controlled substances will be subject to discharge.*
- *Trafficking will include the intent, actual sale, or distribution of controlled substances, or possessing a quantity of prescription drugs that is more than would be expected for personal use. Trafficking will also include having possession of illegal drugs or controlled substances that are packaged in a way which indicates intent to distribute.*

No employee shall be on duty for the Company, in a Company vehicle, or in Company equipment and possess or use alcohol or illegal drugs. Such possession or use will subject the employee to discharge.