

ALCOHOL AND OTHER DRUGS POLICY

Purpose:

- The purpose of this policy is to:
- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
- Ensure that Atlantic Catering & Logistics staff can work in an environment free of alcohol and drug use or abuse.
- Outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to staff members with a substance use problem to get well rather than provide grounds to terminate the employment.
- To show our commitment that we operate a zero-tolerance in issues concerning Alcohol and/ or Drugs abuse by our employees.

Scope:

This policy applies, at the workplace, to all Atlantic Catering & Logistics staff and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

- All individuals working at Atlantic Catering & Logistics Ltd are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore wants to emphasize that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.
- The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or

alcohol on company property. To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

Roles & responsibilities:

It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member who is suspected of breaching this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Here is some guidance on how to administer this policy; however, not every situation can be predicted.

- If a staff member, visitor or contractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.
- Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.
- Staffs that are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.

- If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their leader or production manager.
- In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any staff member, co-worker, contractor or supervisor not complying with this is enabling the dependence. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.
- Random testing for Alcohol/ Drug usage and/ or abuse may be carried out on personnel without prior notice. Any person refusing such testing may be removed from the facility or worksite and such shall be terminated from employment. Further, should an employee test positive to use and/ or abuse of Alcohol and/ or Drug, every employee within his/ her workgroup would be subjected to testing.
- Periodic searches will be carried out to ensure that this policy is strictly adhered to.

Disciplinary Procedure:

The disciplinary procedure will follow a three step progression:

1. Warning with 1 week suspension
2. Warning with 2 weeks suspension
3. Termination

The Company routinely monitors, assesses and reports on our conformity with this policy. We require all employees to comply with this Policy and related directives and policies. We are working to ensure that our contractors and suppliers respect this policy. This policy will be reviewed periodically for continued suitability



Maud Lindsay-Gamrat
Managing Director
Date: 1st June 2016