



POLICY ON ALCOHOL AND DRUGS IN THE WORKPLACE

1. PREAMBLE

The health and safety of employees and clients is of the utmost importance for BARRETTE STRUCTURAL.

BARRETTE STRUCTURAL must take the measures necessary to protect the health, safety and physical well-being of its employees. In return, all employees must take the measures necessary to protect their health, safety and physical well-being and see that they do not endanger the health, safety and physical well-being of other persons in the workplace.

Alcohol or drug use, or the inappropriate use of over-the-counter or prescription medication, can affect employee performance or have serious consequences on colleagues, clients and the company as a whole, including its image and reputation.

BARRETTE STRUCTURAL has therefore decided to adopt this alcohol and drug policy, which covers cannabis as well as over-the-counter and prescription medication.

2. PURPOSE

The purpose of this policy is to:

- a) prevent the risks associated with alcohol or drug use or the use of medication that affects work performance;
- b) ensure the safety of all employees and clients;
- c) safeguard BARRETTE STRUCTURAL's image.

3. SCOPE OF APPLICATION

This policy applies to all employees and must be complied with on all BARRETTE STRUCTURAL premises or grounds, as well as at all other premises or locations where operations are carried out to the benefit of BARRETTE STRUCTURAL. This policy also extends to all BARRETTE STRUCTURAL vehicles and equipment or those used as part of BARRETTE STRUCTURAL's operations.



4. PRINCIPLES AND RESTRICTIONS

- 4.1 BARRETTE STRUCTURAL has a zero-tolerance stance on the possession, consumption, distribution, sale or trafficking of alcohol and drugs, possession of drug paraphernalia, or the distribution or sale of medication in the workplace, including in the parking lot.
- 4.2 Alcohol consumption during social events or other circumstances for work-related or representational activities may be permitted if approved by BARRETTE STRUCTURAL, which expects employees and guests to behave responsibly.
- 4.3 At all times, employees must be able to provide a normal work performance that is productive and safe. When at work, employees must not be under the influence of alcohol or drugs, or of their residual effects, or under the influence of medication that may affect their work performance.
- 4.4 Employees must use medication responsibly, whether said medication was obtained over-the-counter or by prescription. Consequently, they should check with a health care professional to determine if the medications they use may have an impact on their work and respect all recommendations to ensure their safety and that of their co-workers and third parties.
- 4.5 Employees who believe a colleague or third party is showing signs of being under the influence of alcohol or drugs, or under the influence of medication that may affect work performance, while at work (e.g., alcohol on the breath, slurred speech, red eyes, poor coordination) must immediately notify a manager.
- 4.6 An employee will be removed from the workplace if BARRETTE STRUCTURAL has reasonable grounds to believe that the employee is under the influence of drugs or alcohol, or if he/she has used medication that may affect his/her work performance. Subject to the following, and after meeting with a BARRETTE STRUCTURAL representative, the employee may be sent home.



5. ALCOHOL OR DRUG TESTING

- 5.1 When BARRETTE STRUCTURAL has reasonable grounds to believe that an employee has used or is under the influence of alcohol or drugs, or has used medication that affects his/her work performance, it may ask the employee to be tested.
- 5.2 Without limiting the foregoing, an employee's unusual or abnormal behaviour, the smell of alcohol or drugs, slurred speech or trouble walking are signs that could lead BARRETTE STRUCTURAL to believe that an employee is under the influence of alcohol or drugs or has used medication that affects his/her work performance.
- 5.3 BARRETTE STRUCTURAL may ask an employee involved in an incident or accident to be tested as soon as possible after the event has occurred when it has reasonable grounds to believe that the use of alcohol, drugs or medication may have contributed or caused this event.
- 5.4 BARRETTE STRUCTURAL may ask an employee to undergo alcohol or drug testing prior to returning to work when said employee has missed work or was on leave due to alcohol, drug or medication use.
- 5.5 BARRETTE STRUCTURAL may ask an employee to undergo random testing following a return to work when said employee has missed work or was on leave due to alcohol, drug or medication use to ensure continued abstinence.

6. EMPLOYEE ASSISTANCE

- 6.1 BARRETTE STRUCTURAL acknowledges that addiction to alcohol, drugs or over-the-counter or prescription medication can be successfully treated.
- 6.2 Employees who believe they are addicted or show signs of addiction are encouraged to get help and to seek appropriate treatment without delay before their professional, social and family circles suffer.
- 6.3 Employees covered by an employee assistance program should use it to fulfill their obligations with respect to health, safety and physical well-being. Those who are not covered should refer to external support resources.



7. DISCIPLINARY MEASURES

- 7.1 BARRETTE STRUCTURAL may impose the disciplinary or administrative measures it deems appropriate, up to and including dismissal, if it has reasonable grounds to believe that an employee has breached an element of this policy.