



Department	Document	Version	Creation Date	Last Revision
HR	3.015	2	01.26.08	11.22.09
DRUG AND ALCOHOL POLICY				

1984 Enterprises Inc. strives to provide a safe work environment and encourages personal health. Concerning this, the company considers the abuse of drugs or alcohol on the job to be an unsafe and counter productive work practice. It is, therefore, company policy that an employee found with the presence of alcohol or illegal drugs in his/her system, in possession of, using, selling, trading, or offering for sale illegal drugs or alcohol during their tour of duty will be subject to disciplinary action including discharge. Substance Abuse includes possession, use, purchase or sale of drugs or alcohol on company premises (*including air transport*). It also includes reporting to work under the influence of drugs or alcohol.

An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work. If possible, the supervisor should first seek another supervisor's opinion of the employee's status. Then the supervisor on site will direct the reporting of the situation to 1984 Enterprises Inc. head office. If, in the opinion of the supervisor, the employee is considered impaired, the employee will cease all work and arrangements will be made for transportation off site.

Prescription drugs prescribed by the employee's physician may be taken during work hours. The employee should notify the supervisor if the use of properly prescription drugs will affect the employee's work performance. Abuse of prescription drugs will not be tolerated. It is the responsibility of the company's supervisor to counsel with an employee whenever they see changes in performance that suggests an employee problem.

1984 Enterprises Inc. has zero tolerance for the use of alcohol or drugs during travel to and from site and while on the work site by its representatives.

Random bag checks may be implemented prior to or on site. All employees, under suspicion of carrying drug or alcohol substances, will be subject to onsite personal bag checks by client site designee upon 1984 instructions.

Employees will be required to submit to drug and/or alcohol testing at a laboratory chosen by the company if there is a cause for reasonable suspicion of substance abuse. Whenever possible, the supervisor should have the employee observed by a second supervisor or manager before requiring testing. Employees who refuse substance testing under these circumstances will be terminated. Circumstances that could be indicators of a substance abuse problem and considered reasonable suspicion are:

1. Observed alcohol or drug use on company or client premises. Apparent physical state of impairment.
2. Incoherent mental state.
3. Marked changes in personal behaviour that is otherwise unexplainable.
4. Deteriorating work performance that is not attributed to other factors.
5. Accidents or other actions that provide reasonable cause to believe the employee may be under the influence.
6. If the test results are positive then termination will result.

Lise Tompson

President and CEO

By signing below I acknowledge that I have read and fully understand the 1984 Enterprises Inc. Drug and Alcohol policy and will abide to all the above mentioned during my tour of duty.

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>