

## Alcohol and Drug Use Policy

### SCOPE AND PURPOSE

About Staffing Ltd. commits to uphold this policy and to work together to control impairment-related risks in the workplace. Impairment has multiple causes, including, but not limited to, substance use, fatigue, a medical condition, medication, or psychological factors, and may affect a worker's ability to safely perform their assigned work duties. Impairment that creates a health and safety risk to the worker or anyone else in the workplace must be identified and controlled.

### Where is this policy located and who does it apply to?

This policy will be held at About Staffing Ltd.'s head office and at <https://aboutstaffing.com/health-safety-policy>. This policy is available for review to all temporary candidates of About Staffing. All temporary candidates are required to commit to this policy.

### Workplace Approach to Impairment

About Staffing takes a fitness-to-work approach to health and safety in the workplace. All individuals working for About Staffing are expected to be "fit for duty" when reporting to work and must be able to perform their assigned duties safely.

### Roles and Responsibilities:

#### *Employer*

About Staffing as the employer will ensure this policy and supporting procedures are implemented and maintained. About Staffing will provide all employees with relevant information and instruction on the contents of the policy and procedures if requested.

Workers who are reporting health and safety concerns are protected under the *OHS Act*, section 35 (prohibition of discriminatory action). This does not eliminate the ability for About Staffing to manage the performance of workers. If the impairment is related to a protected human right, there will be other obligations under the *Alberta Human Rights Act*.

#### *Employees*

Under the Alberta *OHS Act*, all workers are obligated to take reasonable care to protect the health and safety of themselves and of others at or in the vicinity of the work site while the employee is working. About Staffing requires workers to refrain from performing their assigned work duties and report or disclose to their supervisor when there is a risk of impairment that may adversely affect the health and safety of the worker or any other persons at or in the vicinity of the work site.

About Staffing encourages employees to request help prior to any non-compliance with this policy or compromised job performance. About Staffing is committed to ensuring compliance with the *Alberta Human Rights Act*. This impairment policy does not discourage any worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

All employees must work in compliance with this policy and the supporting procedures. Workers are expected to report or disclose to their supervisor if they are impaired, if they suspect that a co-worker may be impaired (e.g., because of behavioral cues or unsafe work practices) or if they become aware of an unsafe work situation. Workers do not need to disclose to their supervisors the cause of the impairment.

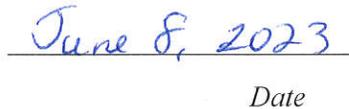
#### *Affiliate Clients*

About Staffing and its clients hold a shared responsibility for the health and safety of its workers on every site. If there is reason to believe an employee is impaired affiliate clients are required to notify About Staffing immediately and create an investigation report documenting their concerns. Under no circumstance will an employee continue to operate equipment or perform duties that could affect their health and safety until an About Staffing Safety Representative deems them "fit for duty".

If a supervisor becomes aware of a worker showing signs of possible impairment and the worker's ability to perform their job safely is at risk, the supervisor is to take action and handle the situation promptly, as per the established procedures.

About Staffing will investigate and take appropriate corrective actions to address all reported concerns or incidents arising from impairment-related hazards. This policy will be periodically reviewed, and any changes will be communicated to all affected worksite parties.

  
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*Signature*

  
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*Date*