

DRUG & ALCOHOL POLICY

The Management of Starlite Communications Inc (SCI) is committed to protecting the health and safety of all individuals affected by our activities, as well as the communities in which we live and operate. SCI recognizes that the use of alcohol and/or drugs can adversely affect job performance, the work environment and the safety of our employees, sub-contractors, clients, and the general public.

This policy and its related practices apply to all employees when they are engaged in Company business, working on or off Company premises, and driving company vehicles. SCI sub-contractors are expected to develop and enforce drug and alcohol policies that are consistent with this policy.

To minimize the risk of unsafe and unsatisfactory performance due to drugs or alcohol, staff are expected to report fit for work and remain fit for work throughout their workday or shift and when scheduled to be on-call.

The following are expressly prohibited while on Company business or premises:

- the use, possession, distribution and/or offering for sale of illegal drugs or prohibited substances.
- the unauthorized use, possession, distribution, and/or offering for sale of beverage alcohol.
- the use and/or possession of prescribed medications not authorized for personal use.
- reporting for work under the influence of any illegal drugs or prohibited substances.
- reporting for work under the influence of alcohol.

Investigation and testing procedures may be used in support of this policy.

SCI provides prevention, assessment, treatment and aftercare support and resources for employees who have a substance dependency or an alcohol or drug problem. Employees who are concerned about, or are experiencing alcohol and drug problems are encouraged to seek assistance from SCI's Health Benefit Program (Employee Assistance Program administered by Manulife), their personal physician, or appropriate community services before job performance is impacted or violations of this policy occur.

Disciplinary action, up to and including termination of employment or services, will be taken where SCI determines violations of this policy have occurred.

ANNUAL REVIEW

Annual review of this policy and procedures will be conducted by SCI Management.