



Alcohol and drug abuse policy

Castool Tooling Systems acknowledges that alcohol, drug abuse or addiction is a serious medical, social, public health and employment problem which can be treated by existing medical and therapeutic methods. Castool encourages early treatment and rehabilitation as being vital to the ongoing viability of the employment relationship.

This policy addresses instances of alcohol abuse that affect the job performance of the individual, his/her co-workers, or the safety of the workplace.

All employees have the responsibility to encourage a safe and harmonious work environment. Where substance abuse is suspected, it is to be raised with the applicable supervisor / manager. Employees who report to work under the influence of drugs or alcohol will be sent home and may be subject to disciplinary action or dismissal.

Scope

This policy applies to all employees of Castool.

Definitions

Alcohol or drug abuse / substance abuse

This is a disease in which a person's use of any alcoholic beverage or drug interferes, or has the potential to interfere, with the individual's health and / or job performance.

Standards of performance

Sub-standard performance due to alcoholism or drug dependency will not be tolerated.

Employees are prohibited from working while their ability is impaired by the effects of alcohol or drugs.

The confidential nature of medical records of individuals with substance abuse problems will be strictly preserved.

Treatment programs

The same benefits and insurance coverage that are provided for all other diseases will be available for employees who accept an approved course of treatment for substance abuse, subject to the terms of Castool's benefit and insurance plans.

Employees participating in an ongoing alcohol or drug abuse treatment program will be expected to meet existing job performance standards and established work rules, as may be modified by any temporary work accommodation arrangement.

Temporary modifications to work assignments to support an individual through a treatment program may include changes to the hours of work, the removal of certain tasks or other arrangements that may be indicated and agreed upon.

Employees with alcohol or drug abuse problems shall be referred to:-

Equitable Health Life Works employee assistance program telephone # 1-877-207-8833

No employee with substance abuse problems will have either job security or promotional opportunities jeopardized for having requested diagnosis or treatment.

Disciplinary action

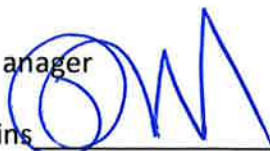
Any employee reporting for duty while their ability to work is affected by alcohol, drugs or other substances will not be permitted to remain on Castool's premises and may be subjected to disciplinary action.

Any individual drinking alcohol on Castool's premises will be subject to disciplinary action.

Employees who have relapsed or have not been successful in the above mentioned treatment program, despite workplace accommodation, may be terminated if there is a recurring impact in job performance and / or the work environment.

General Manager

Paul Robbins



Date

Jan 8 2017