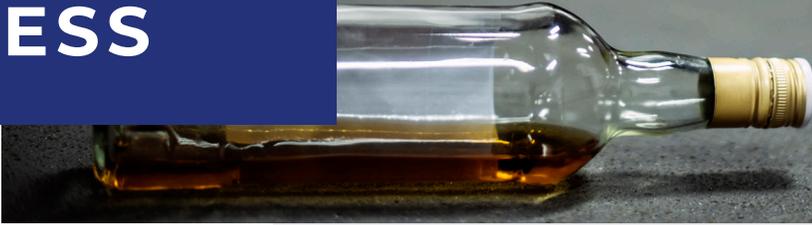


ALCOHOL & DRUG POLICY VIOLATION PROCESS



SAFETY STARTS **HERE**



The use of alcohol and drugs has serious effects on the safety and well-being of employees.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Human Resources
HR@valard.com

Safety
safety@valard.com

Valard's alcohol and drug policy aims to provide a safe workplace for employees and to ensure that employees are treated fairly and with respect.

In Section 16 of Valard's Health & Safety Manual the following alcohol and drug work rules are to be followed while at work or on company property (including in camp rooms and work vehicles):

1. You cannot use, possess or sell alcohol, drugs or any product or device that could tamper with an alcohol or drug test.
2. You cannot test positive for alcohol or drugs or take prescription medication that impairs your ability to work safely.
3. You must take an alcohol and drug test when requested as part of the policy.
4. You cannot tamper with an alcohol or drug test.

Alcohol and/or drug possession (on worksites, in camps and in work vehicles) or impaired individuals will not be tolerated on Valard Construction sites. Individuals suspected to be under the influence of alcohol or drugs, or in possession of alcohol or drugs must be removed from the work area immediately. If any of the above work rules are violated, you could be disciplined.

Discipline may include a variety of reasonable measures, up to and including termination for cause.

WHAT CAN YOU EXPECT AFTER VIOLATING THE VALARD SUBSTANCE ABUSE POLICY?

1

You will be suspended from work pending an investigation.

- If waiting for a lab-based test result, no further actions will be taken until the lab result is received.

2

You will be contacted by CannAmm to book the SAE assessment.

- The date of the assessment is dependent on both the SAE and your availability.

3

You are required to attend the SAE assessment and fully cooperate through the assessment process.

4

Valard will receive SAE assessment results indicating if you do or do not meet the criteria for a substance use disorder (addiction) and what recommendations must be completed.

- If you **meet** the criteria for a substance use disorder, you will be required to complete all recommendations before being eligible to return to work. Supports may be available through the union (if applicable) or by contacting Valard Employee Services at disability@valard.com.
- If you **do not meet** the criteria for a substance use disorder, you will be contacted by your direct Supervisor to discuss the outcome of the SAE assessment. Your Supervisor will advise if there will be any discipline and/or return to work requirements.

5

If being returned to work, you must complete all SAE assessment recommendations, take and pass a Return to Work A&D test, and sign a Return to Work agreement letter. Follow-up A&D testing will also be required upon return to work.

All SAE assessments result in outcomes specific to the employee, all situations are different.

The length of the above process is determined on several factors including the SAE's availability, the recommendations required, and your commitment to completing the process.