

VJDS International Inc. Drug and Alcohol Policy

Effective Date: 20th March 2013

Approved By: Directors

Owned By: VJDS International Inc.

Updated: 17th November 2024

1. Purpose

VJDS International Inc. is committed to ensuring a safe, healthy, and productive work environment for all employees. The use of drugs or alcohol that impairs an employee's ability to perform their job duties compromises safety, performance, and the wellbeing of others. This Drug and Alcohol Policy establishes the guidelines for the responsible use of substances and sets expectations for employee behavior regarding drug and alcohol consumption.

The purpose of this policy is to:

- Protect the health and safety of all employees.
- Ensure compliance with applicable laws and regulations.
- Promote a productive and respectful work environment.
- Prevent substance abuse that affects job performance, safety, or workplace behavior.

2. Scope

This policy applies to all employees, contractors, and temporary staff members of VJDS International Inc., regardless of job position or location, and includes:

- On-duty hours.
- Off-duty hours when employees are on call or engaged in work-related activities (including business trips, meetings, or events).
- Any work-related accident or injury.

This policy also applies to all substances, including but not limited to:

- Illegal drugs
- Prescription medications (when used improperly)
- Alcohol
- Over-the-counter medications that may impair performance

3. Prohibited Conduct

VJDS International Inc. prohibits the following:

- Reporting to Work Under the Influence: Employees must not report to work under the influence of drugs or alcohol, nor should they engage in any job duties while impaired.
- Possession, Distribution, or Sale of Illegal Substances: The possession, use, distribution, or sale of illegal drugs or controlled substances on company premises or during work hours is strictly prohibited.
- Alcohol Use: While alcohol consumption may be permitted at certain company events or during business travel, it is prohibited to be under the influence of alcohol during regular working hours or while performing job duties.

- Misuse of Prescription or Over-the-Counter Medications: Employees must not misuse prescription or over-the-counter drugs, including consuming them in a manner that impairs their ability to perform their job.
- Substance Abuse During Work-Related Travel or Events: Employees must comply with the same drug and alcohol policies during business trips, off-site meetings, or other work-related activities, including social events hosted by the company.

4. Drug and Alcohol Testing

VJDS International Inc. reserves the right to conduct drug and alcohol testing in the following circumstances:

- Pre-Employment Testing: As part of the hiring process, all candidates may be required to pass a drug and alcohol screening.
- Random Testing: Employees may be randomly selected for drug and alcohol testing to ensure compliance with this policy.
- Reasonable Suspicion Testing: If a manager or supervisor has reasonable suspicion that an employee is under the influence of drugs or alcohol during work hours, the employee may be required to submit to a drug and alcohol test.
- Post-Accident Testing: Employees involved in a work-related accident or injury may be tested for drugs and alcohol as part of the accident investigation process.
- Return-to-Work Testing: Employees returning to work after a leave of absence related to substance abuse treatment may be subject to drug and alcohol testing to ensure they are fit to perform their job duties.

Testing procedures will be conducted in a manner that ensures privacy, confidentiality, and compliance with relevant laws and regulations. Employees will be informed of the testing process and may have the right to appeal the results depending on local regulations.

5. Consequences of Policy Violations

Employees who violate this Drug and Alcohol Policy may face disciplinary action, including:

- Verbal or Written Warnings: For minor infractions, an employee may receive a verbal or written warning.
- Suspension: Employees may be temporarily suspended from their job duties pending investigation or following a violation.
- Termination of Employment: Employees found to be in violation of this policy may face termination, particularly if the violation is severe, repetitive, or results in harm to themselves or others.
- Treatment and Rehabilitation: In cases where substance abuse is identified, employees may be required to participate in a rehabilitation program as a condition of continued employment. The company may assist employees in accessing counseling and support services, as appropriate.

Note: Any employee who tests positive for drugs or alcohol may be required to undergo treatment or counseling before returning to work.

6. Employee Assistance and Support

VJDS International Inc. encourages employees who may be struggling with drug or alcohol dependency to seek help. The company is committed to supporting employees through resources such as:

- Employee Assistance Programs (EAPs): Confidential counseling services for employees dealing with substance abuse or other personal challenges.
- Medical Leave: Employees may be eligible for medical leave or time off to seek treatment for substance use disorders.
- Support and Rehabilitation: Employees who voluntarily seek treatment or counseling for drug or alcohol dependency may be provided with time off to attend programs, depending on local laws and company policy.

Employees are encouraged to come forward and seek assistance before their substance use affects their work performance or safety.

7. Responsibilities of Employees

Employees are expected to:

- Be aware of and comply with this Drug and Alcohol Policy at all times.
- Report any drug or alcohol-related incidents, including suspected substance abuse or impairment, to management.
- Cooperate with any drug and alcohol testing procedures, if required.
- Safeguard their own health and safety and that of their coworkers by avoiding impaired behavior while on the job.

Failure to adhere to these responsibilities may result in disciplinary action.

8. Policy Review and Amendments

This policy will be reviewed and updated as necessary to ensure that it remains effective and compliant with applicable laws. Employees will be notified of any changes to the policy.