



FITNESS FOR WORK POLICY

INTRODUCTION:

Westhaven (the “Company”) has no intention of intruding into private lives, however employees, contractors and consultants are expected and required to be in a fit condition to perform their duties throughout their workday and work rotation. The Company recognizes that employee/contractor/consultant involvement with alcohol and drugs on- and off-the-job can have an impact on the workplace and on our ability to accomplish our goal of a work environment free from the effects of alcohol and drug abuse. Westhaven Ventures is committed to ensuring the health and safety of our workers by providing a workplace free of drugs and alcohol.

It is strictly prohibited for anyone working for or on behalf of Westhaven to report to work or to work under the influence of alcohol, drugs or controlled substances. The term “controlled substances” in this context refers to prescription or over-the-counter medication. For purposes of this policy, "under the influence" means detectable levels of alcohol, drugs or controlled substances in employees/contractors/consultants including residual effects or blood alcohol levels of greater than null. If a worker is found to have drugs or alcohol in his/her system, regardless of when or where the substance entered the worker’s system, he/she will be considered in violation of the policy. All workers must report to work in a condition that is safe.

The Fitness for Work Policy is directly applicable to all employees (full and part time), all contractors and employees of contractors, subcontractors, consultants and visitors (at the discretion of management).

The company will revise and update this policy and associated procedures from time to time as deemed appropriate.

RESPONSIBILITIES:

- All workplace parties are expected to maintain a safe work environment.
- All workplace parties are expected to remain free of impairment while at work.
- All workplace parties shall not be permitted to:
 - o Use, possess, deal or distribute illegal substances.

- o Report to work or work under the influence of alcohol, drugs or controlled substances.
- All workplace parties are to report the use of a prescribed medication (which may affect their ability to safely perform work) to their employers or supervisors.
- If any person becomes aware that a co-worker's performance is affected and/or that a worker is working unsafely in a way that creates a hazard to him/herself or those with whom they work, that behaviour must be reported to a supervisor immediately.
- Supervisors are expected to maintain a safe work environment that is free from the effects of drugs, alcohol, or impairment.
- The company will test personnel (both employees and contractors) using a certified laboratory in accordance with the following categories:
 1. Reasonable Cause
 2. Cause

Testing and Process:

1. Reasonable Cause Testing

Where it is suspected that an employee, contractor, employee of a contractor or a consultant may be under the influence of or adversely affected by alcohol or a banned substance, in accordance with this policy a supervisor or manager may request the person under suspicion submit to an appropriate screening test.

Such symptoms may include but are not limited to the following:

- Smelling of alcohol or cannabis smoke
- Uncontrollable and severe tiredness due to a late night and sleep deprivation
- Illness, headache, dehydration, vomiting or other severe hangover symptoms
- Incoherent speech, not lucid or articulate
- Abnormal, erratic or irrational behaviour, e.g. agitated, aggressive, euphoric, paranoid, delirious or delusional.

2. Cause

Testing will be carried out in any incidence where a supervisor or departmental manager/authorised person needs to determine whether alcohol or other substance could have been a factor in the following:

- Investigation of accident or unsafe practice, whether or not reported.
- Where the employee engages in conduct which creates a safety hazard or potential hazard or danger to physical safety

of the employee, co-worker, contractor, consultant or member of the public.

- Where the employee is injured while at work, and the injury results in lost time or medical treatment, or in management's opinion should be treated if treatment is refused.
- Where the worker is involved in an accident while on company premises or time which results in damage to company's property, or the property of others, or personal injury to the worker, another worker or a third party requiring medical treatment beyond first aid. Property damage decisions are at the sole discretion of the employer.

Disciplinary Procedure

Fitness for Work: Summary Matrix of Drug and Alcohol Testing and Disciplinary Procedure

		Westhaven Employee	Contractor/Consultant
Alcohol	1st Event	Stood down for remainder of shift Written Warning	Worker removed from site Contractor replaces worker
	2nd Event	Removed from site, employment contract terminated	NA
Drugs	1st Event	Removed from site, written warning. Return to work on probation after negative test produced. Matter may be referred to police.	Worker removed from site Contractor replaces worker
	2nd Event	Removed from site, employment contract terminated. Matter may be referred to police.	NA

Acknowledgment

Management has reviewed the Fitness for Work Policy and agree to abide by its terms.

Signature: _____ Date: _____