
Subject : Drug, Controlled Substance and Alcohol

Owner: Human Resources

Updated : March 2018

Policy Number: 210C

PURPOSE

Sodexo Canada is committed to maintaining a healthy and safe work environment that is free from the influence of alcohol and drugs. The use of illegal drugs and/or the inappropriate use of alcohol, controlled substances, medications or other substances can have serious adverse effects on job performance and the safety and well-being of our employees, our clients and our customers.

SCOPE

This policy applies to all employees in all departments and divisions. This policy is subject to all terms and conditions of the Company Policy Manual.

Some of the Company's sites may have more stringent policies towards drug, controlled substance or alcohol use, and as such these would need to be followed; however this does not negate any part of this policy.

GUIDELINES

Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater injury and absenteeism rates. These result in the potential for increased cost, delay and risk in the Company's business. For all these reasons, the Company maintains a zero tolerance approach toward any drug, controlled substance, or alcohol use which imperils the health and well-being of its employees or threatens its business.

Accordingly, the Company prohibits the following:

- Unauthorized use, possession, manufacture, distribution, dispensation, sale or attempted sale of a controlled substance (including cannabis and products from its derivatives) or drugs and drug paraphernalia on Company/client premises, in Company/client-supplied vehicles, or during work hours;
- Unauthorized use, possession, manufacture, distribution, dispensation, sale or attempted sale of alcohol or controlled substance on Company/client premises, in Company/client-supplied vehicles, or during work hours;
- Storing in lockers, desks, automobiles, or other locations on Company/client premises any illegal drug, drug paraphernalia, any controlled substance for which use is unauthorized, or any alcohol;
- Being under the influence of a controlled substance (including prescribed medication), illegal drug, or alcohol on Company/client premises, in Company/client-supplied vehicles, or during work hours;
- Use of alcohol or a controlled substance off Company/client premises that adversely affects the employee's work performance, or endangers the individual's or others' safety at work;

Employees are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. If an employee believes that his/her use of prescribed medication may have an adverse effect on his/her performance, including safety issues, he/she is required to report this to his/her supervisor who will take the necessary steps which could include providing temporary alternative duties or sending the employee home.

Employees are expected to be 'fit for work.' This means being able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, medications or any other substance. Employees are encouraged not to consume alcohol or misuse drugs prior to reporting to work, during unpaid breaks or while on standby/on-call duty.

CONSEQUENCES FOR VIOLATION OF THIS POLICY

Compliance with Sodexo's alcohol and drug policy is a condition of employment. Failure or refusal of an employee to cooperate fully with this policy will be grounds for progressive discipline, up to and including termination.

DRUG-FREE AWARENESS

The Company promotes ongoing educational efforts to prevent and eliminate drug and alcohol abuse that may affect the workplace. This includes:

- The dangers of alcohol and drug abuse in the workplace;
- The availability of the Company's Employee Assistance Program (EAP), also known as LifeWorks;
- The availability of treatment and counseling for employees who voluntarily seek assistance for drug and/or alcohol abuse;
- The Company's Drug and Alcohol Use policy; and
- The sanctions the Company will impose for violations of its Drug and Alcohol Use policy.

HELP FOR DRUG/ALCOHOL ABUSE

Assistance for employees who voluntarily seek help – Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation and return to work, and for reduced personal, family and social disruption. The Company encourages the earliest possible diagnosis of drug or alcohol problems and supports sound treatment efforts.

Whenever feasible, the Company will assist employees in overcoming drug or alcohol abuse; however, the decision to seek diagnosis and accept treatment is primarily the individual employee's responsibility.

Employees with personal alcohol or drug abuse problems should request confidential assistance through the **Employee Assistance Program** offered by *Lifeworks (1-877-207-8833 (TTY/TDD: 1-877-371-9978))*, local support agencies and/or the Company's health insurance program (if applicable). Additional assistance may be sought from the Disability and Wellness Advisor.

Employees who undergo voluntary counseling or treatment, and who continue to work, must meet all established standards of conduct and job performance. Employees who require time away from work to attend treatment programs (including residential treatment) will be able to return to their previous position, or one of equal status upon their return.

No employee with an alcohol or drug problem will be disciplined for requesting help in overcoming the problem or because of involvement in a rehabilitation effort. However, if an employee violates the provisions of this policy, or as a result of substance use, does not meet satisfactory standards of safety or work performance, appropriate disciplinary action may be taken.

RESPONSIBILITY

Employees: Each employee is expected to be aware of this policy and to comply with same.

Management: Because this policy has both legal and employee relations ramifications, it is essential that management:

- Make sure all employees understand the content and ramifications of this policy;
- Contact the appropriate Human Resources representative if:
 1. management suspects that an employee has a problem with drugs or alcohol,
 2. an employee comes to management seeking help for a drug or alcohol problem, or
 3. management wants to conduct drug tests.
 4. Management has questions about a prescription medication

Human Resources: Human Resources representatives are expected to be familiar with this policy and to provide guidance.

INTERPRETATION

The Human Resources department, in consultation with the Legal department as needed, retains the right to interpret, revise or amend this policy at any time.