



Drug & Alcohol Policy

Pineridge is committed to firmly and fairly enforcing the principle that its employees or independent contractors must not be impaired while at work or while conducting Pineridge business.

Employees are not allowed to possess, use, sell, or transport alcohol, drugs, or recreational marijuana while performing their job duties, including during breaks, lunch, or while on company premises or conducting company business, whether on-site or off-site.

For clarity:

- Employees may not have or consume alcohol on company property or while conducting business unless the company has specifically authorized alcohol consumption for a company-sponsored event.
- Employees may not possess or use illegal drugs at any time while conducting company business, on-site or elsewhere.
- Employees may not possess or use recreational marijuana while on company premises or conducting company business.
- Employees must not come to work impaired by alcohol, drugs (whether illegal, over the counter or prescription), or marijuana (whether recreational or medical).
- Employees must not misuse prescription or over-the-counter medication while performing their duties or conducting company business. Employees are responsible for ensuring that any medication they use does not impair their ability to perform their job safely and effectively. If any prescribed medication may affect their performance or safety, employees must inform their supervisor before commencing work.

Employees are not allowed to make any decisions or commitments on behalf of the company if they are impaired by alcohol, illegal drugs, recreational or medical marijuana, or if they have consumed two or more alcoholic drinks in the previous hour. This applies whether they are at the workplace, conducting company business elsewhere, or attending a corporate or social event where alcohol use is permitted.

Employees who believe they may have an alcohol or drug dependency are encouraged to speak with their supervisor, seek advice or accommodation, and pursue appropriate



treatment. To support employees dealing with alcohol or drug issues, the Employee Assistance Program (EAP) offers counselling and resources.

Purpose and Scope

Pineridge is committed to ensuring the health and safety of all employees and the public at large, maintaining the integrity and reputation of the company and to providing special consideration for substance dependencies and medically necessary drug use where safety is not at risk.

The objective of this Policy is to maintain an Alcohol, Drug and Substance-free workplace, which will help ensure a safe and productive workplace and to provide education and treatment to our employees.

This Policy applies to all employees and independent contractors of the company regardless of rank or position and includes temporary and part-time employees.

Subject to the accommodation process, Pineridge does not tolerate the consumption, possession, sale or transportation of illicit or recreational drugs or alcohol by employees while on duty. This Policy strives to respect the dignity and privacy of individuals; and places a priority on treatment, accommodation and the successful recovery of employees who have a substance use disorder.

Definitions

Fit for Work: An employee can perform the duties of the job with efficiency, competence and in a safe manner as compared to established or generally accepted performance standards.

Impaired: The inability to safely, competently or efficiently perform work duties without limitation resulting from alcohol or substance use, after-effects of alcohol or substance use or otherwise being under the influence of alcohol or substances.

Prescribed Drug” or “Medication”: A drug obtained legally, either over the counter or as properly prescribed by a registered and regulated health professional.



Substance: any substance that is ingested, consumed or otherwise taken and includes alcohol, illicit drugs, recreational drugs and prescribed drugs or medications, the use of which represents a misuse of the medication.

The following list of items outlines common substances that fall under the scope of this Policy:

Alcohol	Beer, wine, spirits
Cannabis	Marijuana, hashish
Depressants	Sleeping medicines, sedatives, some tranquilizers
Hallucinogens	LSD (lysergic acid diethylamide), PCP (phencyclidine), mescaline
Inhalants	Hydrocarbons, solvents, gasoline
Opiates	Morphine, heroin, codeine, some prescription pain medications
Stimulants	Cocaine, amphetamines

Substance use disorder” or “Substance dependency”: A primary, progressive and chronic disease characterized by the regular, repetitive, habitual, compulsive, obsessive use of a substance or a combination of substances. Moderate to severe substance use disorder is characterized by a preoccupation with the substance(s), loss of control, increased tolerance to the substance(s), harmful consequences in one or more major life areas, denial and delusion.

Workplace: For the purposes of this Policy, the term "workplace" includes all company-owned or operated locations, facilities, and vehicles, as well as any site where the company is providing services. This includes not only our office but also any customer or client location and job site where our employees perform work. Any place where employees are conducting company business or performing work is considered part of the workplace.

Guidelines

1. Prescribed Drugs/Medication



All employees who use prescription or over-the-counter medication, including medical marijuana, must do so responsibly. Employees should consult with their doctor or pharmacist to ensure they understand if the medication might cause impairment and obtain any necessary documentation of the possible effects of such medication regarding their job performance and physical/mental capabilities. This written information must be kept confidential and communicated to the direct Supervisor prior to the Employee commencing work. The company may ask employees using medication (prescription or over-the-counter, including medical marijuana) that could cause impairment to provide reasonable proof that the medication is necessary and recommended by a licensed healthcare professional. The company may also require information about the expected level of impairment and any accommodations that might be needed.

All medical information will be kept confidential and the Employer without exception will punish any breach of privacy and confidentiality in this regard. All prescription drugs must be kept in their original container. Any Employee involved in a work-related accident where alcohol or drugs are believed to be a contributing factor will be referred to an Employee Assistance Program in addition to any other accident investigation activities.

Managers will assess whether the employee's impairment could potentially affect their safety, the safety of coworkers, or the public.

Any use of medical marijuana (e.g., in the form of marijuana cigarettes) must follow the company's Smoking/Vaping in the Workplace policies.

Employees are strictly prohibited from sharing their prescription medication, including medical marijuana, with coworkers. Violating this rule will result in disciplinary action, which may include termination for cause.

Any accommodation related to the use of prescription medication or medical marijuana will be handled on a case-by-case basis, based on the employee's needs and the company's accommodation procedures.

2. Recreational Marijuana or Illegal Drugs



Employees are not allowed to use, possess, distribute, or sell illegal drugs or drug-related items in the workplace.

The use of recreational marijuana, including edibles or oils, is strictly forbidden during work hours, breaks, or at any company-related events or on company premises.

Employees who use recreational marijuana outside of work hours must do so responsibly and ensure they are fit for work. This means being able to perform all duties safely, competently, and without limitations caused by substance use or its after-effects.

Except where accommodations apply, employees must not consume any substances (legal or illegal) before coming to work, during breaks, or at any other time during their workday.

3. Alcohol

Employees must be fit for work and not impaired while working. The company expects that employees not report for duty while impaired by alcohol. Employees must not engage in the unauthorized consumption of alcohol while on duty or while in the workplace. An employee who suffers from alcohol dependency may be entitled to accommodation and must discuss this need with management.

Prohibited Behaviour and Policy Violations

Any of the following actions constitute a violation of the Policy and will subject an employee to disciplinary action up to and including immediate termination of employment:

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drugs, marijuana or alcohol or drug paraphernalia or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, on premises, in owned, leased, or rented vehicles, or on business.



- Working or reporting to work, conducting company business or being on premises or in a company-owned, leased or rented vehicle while under the influence of an illegal drug or alcohol.

If there is reasonable cause to believe an employee is impaired or unfit for work, they may be removed from duty, placed on temporary suspension, assigned other duties, or disciplined (up to and including termination) if no condition has been disclosed that could explain the impairment.

When deciding on discipline, the company will consider the employee's role, any previous incidents of impairment, and whether any errors or accidents occurred as a result.

If there is reasonable cause to believe an employee has a substance use disorder or is using substances that could affect their work performance or safety, the employee will be encouraged to self-disclose. The company will accommodate any declared substance use disorder up to the point of undue hardship.

Enforcement

Supervisors and Managers will receive training regarding implementing this Policy in the workplace, including recognizing impairment caused by illegal drugs, alcohol, marijuana and over-the-counter drugs. All employees will receive copies of the Alcohol, Drugs and Substances Policy and will be provided education, training and instruction on the contents. If a Supervisor or Manager believes an employee's ability to work safely or effectively is impaired by any substance at any time, they must take immediate action to prevent harm and may suspend the employee if necessary.

Coordination with Law Enforcement Agencies

The sale, use, purchase, transfer, or possession of an illegal drug or drug paraphernalia is a violation of the law. The company will report information concerning the possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search. Searches will only be conducted of individuals based on reasonable cause and only of their possessions when based on reasonable



suspicion. The company will cooperate fully in the prosecution and/or conviction of any violation of the law.

Pineridge reserves the right to interpret, change, suspend, cancel or dispute, with or without notice, all or any part of this Policy, or procedures or benefits discussed herein. Employees will be notified before implementation of any change. The provisions of this Policy shall apply in addition to and shall be subordinated to any requirements imposed by applicable federal, state or local laws, regulations or judicial decisions.

Unenforceable provisions of this Policy shall be deemed to be deleted.

Policy Acknowledgment:

All employees must review and sign this Drug& Alcohol Policy as part of their employment agreement, ensuring a commitment to honest and fair practices.

Pineridge Tree Service

Date: _____

Employee Signature: _____

Manager Signature: _____