



DRUG & ALCOHOL POLICY

INTENT

The Authentic T-Shirt Company®/SanMar Canada (the **Company**) is committed to providing a safe work environment, free from adverse effects of any substance, including alcohol, legal and illegal drugs, and prescribed medications.

This policy applies to all employees of the Company, including full time, part time, casual, seasonal and temporary employees (collectively, the **Employees**). This policy also applies to contractors, subcontractors, temporary agency workers, or any other worker who performs duties for the Company but who is not an Employee (collectively, the **Other Workers**).

Employees and Other Workers are collectively referred to in this policy as **Workers**.

COMMITMENT

In addressing workplace safety risks caused by alcohol and drug use, the Company's priorities are to:

- Protect the health and wellbeing of our employees;
- Treat employees fairly and with respect;
- Assist employees when required;
- Protect the communities in which we operate;
- Answer questions and concerns about this policy as needed; and
- Meet regulatory requirements for providing a safe workplace.

DEFINITIONS

For the purpose of this policy:

Drugs means any substance, including but not limited to a substance identified by the *Controlled Drug and Substances Act*, SC 1996 c 19, illegal substances, prescribed substances, non-prescribed substances and any other substance, the use or after-effect of which intoxicates an user and/or impairs an user's judgment or ability to perform assigned duties and/or ability to be Fit for Work.

This includes, but is not limited to, alcohol, opiates, hallucinogens and cannabinoids (including Medical Marijuana and Recreational Marijuana). It also includes Medications.

Fit(ness) for Work means a Worker is able to safely, predictably and effectively perform assigned duties without limitation resulting from the use or after-effects of alcohol or Drugs (whether a Medication or otherwise).

Medical Marijuana means marijuana legally prescribed pursuant to the Access to Cannabis for Medical Purposes Regulation or any successor legislation.

Medications means any Drug that has been legally obtained with a physician or nurse practitioner's prescription, or purchased as an over-the-counter medication (including Medical Marijuana).

Recreational Marijuana means marijuana, other than Medicinal Marijuana, that is legally used by or in the legal possession of an individual in accordance with the federal Cannabis Act or applicable provincial regulations.

Workplace means Company offices, premises and property (including company-owned vehicles) and any other site (including client sites) on which a Worker is performing duties pursuant to their

employment with or engagement by the Company, and/or engaging in business, travel, meetings, receptions or social activities on behalf of or in the course of their duties with the Company.

FITNESS FOR WORK AND WORKER EXPECTATIONS

Reporting to work under the influence of Drugs or alcohol may impair your ability to perform your duties or create a safety hazards for you and others. Workers are required to report to work Fit for Work and to remain Fit for Work while on duty or otherwise while performing services for or on behalf of the Company (including while a Worker is travelling, working on or offsite, or attending events or social engagements in the course of his or her duties for the Company).

Workers who have used Drugs or alcohol during their non-working hours that may impair their Fitness for Work must allow sufficient time for the impairment resulting from that use to have fully resolved before reporting to work.

A Worker must inform their supervisor or manager of any Drug or alcohol use that is impairing, or may impair, their Fitness for Work. Workers who are not capable of competently and safely performing their work will not be permitted to work and will be required to leave the Workplace. As appropriate, a supervisor may arrange for transportation to safely transport a Worker who is not Fit for Work from the Workplace to the Worker's residence.

A Worker who becomes aware of or witnesses behavior that suggests a Worker is not Fit for Work is required to advise a manager or supervisor immediately.

PROHIBITED ACTIVITIES

Except as provided for in this policy, a Worker is prohibited from:

- (a) Reporting to work, remaining at work, or being at the Workplace if they are impaired by Drugs or alcohol or are otherwise not Fit for Work;
- (b) Using, possessing, selling, distributing or exchanging alcohol, Drugs and associated paraphernalia at the Workplace or otherwise during the Worker's working hours; and
- (c) Consuming, or being impaired by, alcohol or Drugs while attending a function or social event on behalf of the Company.

EXCEPTIONS

Medication use (including Medical Marijuana)

Workers may use or possess Medications. However, Workers who are taking Medications (including Medical Marijuana) are responsible for knowing the potential effects that those Medications may have on his or her Fitness for Work.

A Worker is required to immediately report to his or her manager or supervisor the use of any Medications which may impair the Worker's judgment or ability to perform his or her job. The Worker may be required to produce, at the Company's request, medical documentation to substantiate the Worker's medical need for the Medications (including a Medical Marijuana license), the Worker's expected timeline for Medication use, and any side effects which may impact the Worker's judgment or ability to perform his/her job, and/or the Worker's Fitness for Work.

Company Events

The consumption of alcohol or drug use at Company events is prohibited. In breach of this Policy, a Worker is solely responsible for any damages suffered by the Worker, or any third party, as a result of the Worker's alcohol consumption or Drug use, including but not limited to property damage or personal injury.

ASSISTANCE AND ACCOMMODATION

Workers who experience Drug or alcohol dependencies are strongly encouraged to disclose this dependency to the Company and seek treatment or assistance prior to breaching the terms of this policy.

The Company will make best efforts to assist a Worker who discloses a Drug or alcohol dependency, subject to the legal duty to accommodate. For Employees, this may include referring the Employee to the Company's Employee Assistance Program (EAP).

The Company will exercise reasonable care and caution to maintain confidentiality relating to a Worker's disclosure, request for assistance and any participation in a treatment program.

Assistance is also available by calling the Canadian Centre on Substance Use and Addiction toll-free at 1-833-235-4048 for confidential and free resources.

A Worker will not be disciplined for self-disclosure of Drug or alcohol dependency or for requesting related assistance. However, disclosure (and/or requesting assistance) does not eliminate the need for a Worker to maintain satisfactory work performance or to comply with this policy, and will not prevent the Worker from being subject to disciplinary action for violating this policy.

ENFORCING POLICY

Subject to applicable human rights and employment standards laws, the Company reserves the right to temporarily remove, reassign or suspend an employee pending a determination of a Worker's Fitness for Work, assessment of disclosed Drug or alcohol dependency concerns, or further investigation into a potential violation of this policy. The Worker is required to cooperate with any such reasonable determination, assessment or investigation, including by providing any requested medical or other documentation that may be reasonable in the circumstances.

In certain circumstances, to the limited extent that a Worker is engaged in what the Company determines to be a safety sensitive position, and as permitted by law, a Worker may be subject to Drug or alcohol testing. Workers are required to cooperate with any reasonable testing requests.

CORRECTIVE ACTION

Workers who violate the provisions of this policy may be subject to disciplinary action up to and including the termination of an Employee's employment for just cause, or the termination of any contractual or other relationship that an Other Worker has with the Company.

WORKER ACKNOWLEDGEMENT

I have read the above requirements, or have had them read to me carefully, and have had the opportunity to seek further clarification with respect to the Drug and Alcohol Policy and its terms. I understand all of its rules, policies, terms & conditions and agree to abide by them and any amendments that may be issued. I realize that failure to do so may result in disciplinary action up to and including termination with just cause, or the termination of any other contractual relationship I may have with the Company.

Employee Name (Please Print)

Date

Employee Signature

Manager Signature