



DRUG AND ALCOHOL POLICY

BEKK Group maintains the following company policy.

- ▶ It is a violation of Company Policy for any employee to possess, sell, trade, offer for sale illegal or non-prescription drugs or otherwise engaged in the illegal use of drugs or alcohol at the workplace.
- ▶ It is a violation of Company Policy for employee to report to the workplace under the influence of illegal or non-prescription drugs or alcohol.
- ▶ It is a violation of Company Policy for any employee to use non-prescription drugs illegally. However nothing contained within Company Policy precludes the appropriate use of legally prescribed medication.
- ▶ Violations of Company Policy are subject to disciplinary action up to and including termination of employment and subsequent loss of any benefits due and/or owing.

It is the responsibility of the Company's Supervisors to counsel employees whenever they notice changes, or have changes reported to them, of a fellow employee that may suggest is under the influence of alcohol or other substances. Although it is not the Supervisors job to diagnose personal problems, the Supervisor should encourage such employees to seek professional help and advise them about the available resources.

Everyone shares the responsibility for maintaining a safe working environment and co-workers should encourage anyone who uses alcohol and/or other substances in the workplace to seek professional help.

The ultimate goal of the Company Policy is to balance our respect for individuals with the need to provide and maintain a safe, productive, enjoyable and drug free environment. The intent of this policy is to extend a helping hand to those that need it and are receptive, whilst sending a clear message the illegal substance abuse and alcohol abuse will not be tolerated and is not compatible with employment at BEKK Group of Companies.

**GARY BENNETT
GROUP CHAIRMAN**