



LoneStar

DRILLING & ELEVATOR CAISSONS LTD.

SPECIALISTS IN HYDRAULIC ELEVATOR CAISSON INSTALLATION

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Lone Star Drilling Substance Use Policy

Policy purpose

Lone Star Drilling is committed to providing a safe and healthy working environment for our employees, contractors, clients and visitors (hereinafter referred to as 'employees' for simplicity). Employees under the influence of impairment-causing substances, such as drugs or alcohol, can pose serious health and safety risks to themselves and those around them.

The purpose of this policy is to provide guidance to our employees and managers on substance management in the workplace so that we may maintain a safe workplace where all employees are treated fairly and with respect.

Policy Overview

Here are the general terms of our workplace substance use policy:

1. The use, sale, purchase, transfer or possession of any illegal substances that cause impairment, or any legal, non-medically authorized substances that cause impairment is strictly prohibited in our workplace. Refer to the Substance Classification Chart at the end of this policy for more information.
2. Employees are not permitted to work while impaired by any substance.
3. We recognize that substance dependency is a serious medical issue. Employees who are experiencing substance abuse or dependency challenges are encouraged to disclose these challenges to a member of HR immediately so that Lone Star Drilling may initiate the accommodation analysis process. Employees will not be negatively impacted by doing so.
4. Employees who occupy a safety-sensitive position (defined later in this policy) are required to disclose the use of impairment-causing substances to a member of HR so we may conduct a risk-assessment.
5. There are some cases where the consumption of legal, impairment causes substances (such as alcohol) will be permitted at work events. Employees are expected to exercise reasonable professional judgement when consuming substances during these times.

Employees in Safety-Sensitive Positions

Safety-sensitive positions are those in which impairment due to drugs or alcohol could result in direct and significant risk of injury to the employee, others, or the environment. Examples include truck drivers, heavy equipment operators, or individuals dealing with hazardous chemicals.

- Employees in these roles are required to disclose impairment or the use of any substances that could cause impairment at work to a member of HR immediately.
- Employees who have used these substances prior to work but are scheduled to work and may still be impaired must also notify HR immediately.
- Once disclosed, Lone Star Drilling will conduct a risk assessment to ensure the employee is able to complete their duties in a safe manner.
- Lone Star Drilling may request additional information from a physician to complete this assessment.
- An employee's failure to disclose or failure to cooperate with the risk assessment may result in disciplinary action, up to and including termination of the employment with cause.

Substance abuse and dependency

Lone Star Drilling acknowledges that substance abuse or dependency are a serious medical, social, employment issue. Under Human Rights Legislation, substance dependencies are protected and recognized as a disability and considered to be prohibited grounds of discrimination.

- Any employee who is struggling with substance abuse or dependency will receive support and accommodation from the company provided that they notify a member of HR.
- Employees will not be negatively impacted for notifying a member of HR of a substance abuse or dependency issue.
- If an employee discloses a substance abuse or dependency issue after they have violated a company policy, they may still be subject to disciplinary action for the policy violation alone, not the dependency issue.

Accommodation

Under the Canadian Human Rights Act, Lone Star Drilling is committed to protecting individuals in the workplace from discrimination on the basis of medical need.

If any employee is experiencing substance dependency issues or is required to use medical substances that cause impairment while at work (including medical cannabis with THC content), Lone Star Drilling will accommodate the employee, to the point of undue hardship, so that they may continue to do their jobs.

To initiate the accommodation process:

- The employee must disclose the substance use to a member of HR and make a formal request for accommodation
- Lone Star drilling will begin an accommodation analysis to determine the extent of accommodation required
- Employees will not be negatively impacted if they disclose a substance abuse or dependency issue.
- Lone Star Drilling will work with the employee and, if appropriate, the employee's treating physician or medical provider to devise an individualized treatment and accommodation plan
- Lone Star Drilling will provide accommodation to the point of undue hardship

Policy Procedure and Discipline

Lone Star Drilling will not tolerate any unsafe behaviour or negligence in the workplace, including impairment in the workplace.

Employees are encouraged to contact a member of HR with any questions or concerns regarding substance use at work.

Lone Star Drilling will investigate and deal with all complaints or incidents related to substance use at work in a fair, respectful, and timely manner.

Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Any employee who fails to comply with this policy to who engages in illegal activities such as selling drugs or alcohol in the workplace will be subject to disciplinary action, up to and including the termination of their employment with cause.

For any further information or assistance, please contact a member of HR.

Approved by:

Signature: Bruce Moore

Name: Bruce Moore

Date:

Substance Classification Chart

The following table explains how Lone Star Drilling classifies and treats different substance types in the workplace:

Substance type	Use in the workplace	Disclosure requirements
Legal, non-medical substances <i>Ex: alcohol, recreational cannabis</i>	No employee may use, sell, purchase or transfer these substances on company property. No employee may be impaired while working. Employees may be permitted to consume these substances at company-sanctioned social events, provided they exercise reasonable professional judgement.	All employees must disclose substance abuse or dependency issues to initiate the accommodation analysis process. Employees in safety-sensitive positions must disclose possible impairment before working.
Illegal, non-medical substances that cause impairment <i>Ex: recreational drugs such as cocaine, heroin</i>	No employee may use, sell, purchase, possess or transfer these substances on company property. No employee may be impaired while working.	All employees must disclose substance abuse or dependency issues to initiate the accommodation analysis process. Employees in safety-sensitive positions must disclose possible impairment before working.
Medically-authorized substances that cause impairment, used with a prescription <i>Ex: medical cannabis with THC content</i>	Medically-authorized substances are allowed on company property. No employee may be impaired while working.	All employees must disclose substance abuse or dependency issues to initiate the accommodation analysis process. Employees in safety-sensitive positions must disclose possible impairment before working. Employees who are not in safety-sensitive positions are not required to disclose use outside of the workplace.

Prescription drugs that cause impairment, used illegally	No employee may use, sell, purchase, possess or transfer these substances on company property. No employee may be impaired while working.	All employees must disclose substance abuse or dependency issues to initiate the accommodation analysis process. Employees in safety-sensitive positions must disclose possible impairment before working.
Prescription drugs or medical substances that do not cause impairment, used legally <i>Ex: medical CBD-based cannabis</i>	Permitted at work, provided they are used legally and responsibly	Employees who are not in a safety-sensitive position are not required to disclose prescription-drug or medication use to the company provided they are not impaired at work. If any employee in a safety-sensitive position is unsure if their medication may cause impairment, they must inform HR to initiate a risk-assessment.