



SUBSTANCE ABUSE POLICY

It is the policy of Altitude Window Cleaning Inc. to recognize and assist any employee in dealing with substance abuse. Altitude Window Cleaning Inc. recognizes the inherent dangers to other workers who have to work with a worker who is impaired through substance abuse, as well as the personal problems associated with the substance abuser.

Any worker suspected of being impaired will not be allowed to continue working. The site supervisor will discuss the situation with the worker safety representative and site foreman if a sub-contractors' worker is involved. If the employee is deemed unfit for work, the employee will be taken home.

The Substance Abuse Policy applies to all of Altitude Window Cleaning Inc.'s employees including sub-contractors' employees. Altitude Window Cleaning Inc. will not condone the following behavior by any worker.

- Use or consumption of any form of alcohol or any prohibited substance on a construction project at any time.
- Sale, purchase, transfer, offering, use or possession of alcohol on company property or at a site where Altitude Window Cleaning Inc. is engaged.
- A worker will not arrive or be at work while under the influence of alcohol or prohibited substances.

These employees will be made to understand that Altitude Window Cleaning Inc. management cannot allow them to continue working until they seek attention and treatment to eliminate their dependence or practice of substance abuse. The worker will be suspended from working until his/her treatment is completed and his/her reliance to the substance(s) is over.

Altitude Window Cleaning Inc. management will assist in setting up such treatment necessary for any employee in:

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| • Withdrawal Management Centre – Salvation Army London | 519-432-7241 |
| • Addiction Services of Thames Valley | 519-673-3242 |
| • Narcotics Anonymous London | 888-811-3887 |
| • Alcoholics Anonymous London | 519-438-1122 |

All supervisors/foremen will be instructed to recognize the problems of substance abuse and the seriousness of its effects on the safety of the worker and his/her co-workers.

Trenton Burke
Director, Altitude Window Cleaning Inc.

Employee initials _____