



## **Drug & Alcohol Policy**

### **Overview**

Meridian 60 Offshore is committed to keeping our workplace safe. To ensure the health and safety of all employees, to protect the workplace and to safeguard company assets Meridian 60 Offshore has instituted this policy regarding the possession and/or use of alcohol and drugs. In this policy, drugs can include either illegal, prescription or over-the-counter (legally available) drugs. This policy is applicable to all employees, candidates, contractors and subcontractors who perform work for Meridian 60 Offshore.

### **Responsibilities**

Meridian 60 Offshore recognizes that substance abuse and dependence on drug and/or alcohol as a health, safety and security issue and expects all workers to assist in maintaining a work environment that is free of alcohol and drugs.

Workers are required to notify their direct supervisor, and/or the HSEQ Manager if they have, or reasonably suspect they have a substance abuse or dependence concern. No employee with a substance abuse or dependence concern will be disciplined for requesting help in overcoming the problem, provided that help is requested prior to violation of this policy.

Employees who are taking medication of any kind, whether prescription or self-administered, are responsible for taking steps to ascertain whether the medications are capable of causing any impairment to their ability to carry out their job duties safely and efficiently, and where this is the case, to report without delay to his/her Supervisor/Manager the facts and associated use of this medication.

Upon being informed of an employee's use of medication and/or an alcohol or drug dependency, the Supervisor/Manager shall consult with the affected employee and his/her physician to determine if re-assignment to a different role or a non-disciplinary suspension of duties is appropriate.

Where the Supervisor/Manager determines that a non-disciplinary suspension of duties is appropriate, the employer shall attempt to accommodate the employee by making an appropriate reassignment where available. However, if the employer is not able to furnish



a temporary reassignment without undue hardship, the employer may place the employee on temporary medical leave until designated as fit for duty by a treating physician.

Meridian 60 Offshore is committed to making this policy available to all employees. It is the responsibility of each employee to ensure they understand and comply with the policy. Employees are encouraged to contact their immediate supervisor and/or the HSEQ Manager if they have any questions regarding this policy.

In the event that an employee is performing work at a client site they must ensure they comply with the client's drug and alcohol policy. In the event an employee is performing work at a client site in which there is no drug and alcohol policy in place, or the requirements are less strict than this policy, this policy will supersede the client requirements.

### **General Prohibition**

Workers are required to report to work sober, well rested and fit for duty.

In fulfilling our commitment in this regard, the following will outline our guidelines and expectations for all employees as it pertains to this subject:

1. No employee is to be at work when their judgement is impaired or their behavior is inappropriate due to the consumption or use of over-the-counter drugs, legally prescribed drugs, alcohol or illegal drugs.
2. No employee shall have a blood alcohol concentration in an amount which is equal to or greater than the threshold level outlined in Table 1.
3. No employee shall have the presence in the body of drugs or their metabolites, in an amount which is equal to or greater than the threshold level outlined in Table 1.
4. Use or possession of prescription drugs for which the employee is not the lawful recipient of the prescription.
5. All employees are required to refrain from use of alcohol or drugs during normal working hours and to report to work in a fit and appropriate manner.
6. It is forbidden to use, possess or offer for sale, illicit drugs, illicit drug paraphernalia or drugs for which a prescription is required in Canada.
7. It is also forbidden to possess and/or consume alcohol on the premises unless it is a result of a social occasion sponsored by management and/or approved by management.



An employee may be declared impaired by their Supervisor and unfit for work after the consumption of any amount of:

1. Alcohol;
2. Cannabis products (prescription and recreational);
3. Prescription medications known to cause impairment, including therapeutic or temporary medications;
4. Illegal drugs, including:
  - a. Any substance where possession is consider a criminal offence; or
  - b. Prescription medications known to cause impairment that is not prescribed to the employee.
  - c. Any substance not failing under 1-4 that is known to cause impairment.

When it is suspected or determined by the employee's supervisor that the employee is impaired by a substance, the supervisor will take the appropriate action as per this policy.

### **Drug & Alcohol Testing**

Employees can be subjected to substance testing in the following circumstances:

1. Pre-Employment: When applicable, the Hiring Manager can require a negative drug and alcohol test as a requirement for employment. In addition, any employee who has been re-instated after a payroll separation of 30 days or more may be required, at the Manager's discretion, to provide a negative drug and alcohol test as a condition of their return to work.
2. Post Incident: Following any workplace incident or near miss incident any employee involved in the incident may be required to provide drug and alcohol testing.
3. Reasonable Cause: Reasonable cause includes but is not limited to:
  - a. Direct visual observation or credible information from an eyewitness of a violation of this policy.
  - b. Direct visual observation or credible information from an eyewitness of current impairment including:
    - i. Difficulty maintaining normal balance and/or coordination;
    - ii. Slurred speech;
    - iii. Illogical, irrational or unrelated responses to questions or instructions;
    - iv. Smell of alcohol or drugs;
    - v. Unexplained sleeping, extreme drowsiness, or loss of consciousness; or
    - vi. Erratic, disruptive or highly unusual behavior.



- c. An arrest, conviction or the identification of an individual as a focus of a police investigation for an alcohol or drug related offence, where the offence is alleged to have occurred on Company owned or controlled premises or while completing Company business.
- d. Evidence that an individual has tampered with a previous test.

Meridian 60 Offshore will not permit a person to work or remain on Company property if there is reasonable cause to believe that this person has consumed alcohol, ingested illicit drugs or is impaired by the use of legally available drugs.

### Testing Procedure

Meridian 60 Offshore is committed to ensuring fairness and impartiality throughout the drug and alcohol testing process. To ensure this, Meridian 60 Offshore will utilize independent, respected companies who are fully trained in the collection and testing for drugs and alcohol.

In the event of a positive drug and alcohol test, the employee tested has the right to request the retest of the sample within 30 days.

### Substance Testing Thresholds - Table 1

All drug and alcohol tests performed on behalf of Meridian 60 Offshore will be tested to the following criteria:

Substance	Threshold Level
Alcohol	.02 grams per 100ml
Cannabis	50 ng/ml
Cocaine Metabolites	150 ng/ml
Opiate Metabolites	
1. Codeine	2000 ng/ml
2. Morphine	2000 ng/ml
6 - Acetylmorphine	10 ng/ml
Phencyclidine	25 ng/ml
Amphetamines	
1. AMP	500 ng/ml
2. MAMP	500 ng/ml
MDMA	



3. MDA	500 ng/ml
4. MDEA	500 ng/ml
Barbiturates	300 ng/ml
Benzodiazepine	300 ng/ml
Methadone	300 ng/ml
Methaqualone	300 ng/ml
Propoxyphene	300 ng/ml

### **Consequences of Violation**

A violation of this policy may result in disciplinary action, up to and including termination of employment. If an employee violates a provision of this policy, an investigation will be conducted before action is taken. Meridian 60 Offshore reserves the right to reassign the employee, or suspend the employee with pay during the investigation. The appropriate action taken in a particular case will depend on the nature of the violation and all other relevant circumstances.

All contractors, visitors, vendors, consultants and other individuals working on Company premises or on Company business must comply with this policy. Any contractor employee, consultant or vendor found or suspected to be in violation of this policy will be dealt with through the appropriate contractor management and will be denied access to the work site or work assignment by the Company. Visitors found or suspected to be in violation of this policy will also be denied access to Company premises.

### **Consequences of Refusing to Take or Tampering with a Drug and Alcohol Test**

An employee who:

1. Fails to report for a scheduled drug and alcohol test;
2. Refuses to submit a sample for testing;
3. Tampers with or attempts to tamper with a test sample; or
4. Refuses to provide the required acknowledgement consent/release for testing

is in violation of this policy and is subject to disciplinary action, up to and including termination of employment.

### **Searching of Belongings and Personal Effects**



Upon suspicion or report of drug and alcohol use which is suspected to be in violation of this policy, Meridian 60 Offshore reserves the right to request reasonable searches of individuals and their personal effects. This may include but is not limited to: packages, briefcases, purses, lunchboxes, book bags, offices, desks or vehicles on Company premises.

Signed: \_\_\_\_\_  
Andrew Bell

Date: \_\_\_\_\_