

## DRUGS AND ALCOHOL POLICY

Cornish Property Services must not be impaired by illegal or legal drugs, including alcohol while at work. Repeatedly poor work performance caused by alcohol or drug use or significant impairment that creates a safety risk are regarded as serious misconduct. In addition, Cornish Property Services prohibits possession, transfer or use of illegal substances on company or client premises.

Cornish Property Services regards an individual's dependence on alcohol or other drugs or dependency as an illness which responds to treatment, without any moral or social stigma. The same provisions and allowances for treatment will be made by the company as for any other illness.

Any information that the company may receive concerning an employee's dependency on alcohol or any other drugs will be treated with the utmost confidence, as would apply to any other health problem.

An employee with recurrent unsatisfactory job performance due to dependency on alcohol or drugs will not be dismissed, have any promotional opportunity jeopardised or be otherwise prejudiced, simply because of this dependency. The company recognizes that this dependence can be in most cases, be successfully treated provided the employee cooperates fully during treatment.

Consequently, any employee with dependence on alcohol and drugs can expect the company's encouragement and assistance in obtaining and maintaining appropriate treatment. Once dependency has been suppressed and normal satisfactory work performance restored and maintained, so far as the company is concerned, the matter shall be at the end.

However if the employee refuses to seek treatment to deal with the problem, or if after a reasonable time following treatment there is no clear and consistent improvement in the employees job performance, then the employee will be treated in the same way as any other employee who does not meet the company's job performance standards.

Any employee with a dependency problem is free to discuss the matter with any member of management for assistance.

Allan Raad  
Managing Director

Dated:  
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