



THE ADECCO GROUP

SUBSTANCE USE POLICY - ASSOCIATES

This Policy governs the use of substances which have the potential to impact job performance and workplace safety, and also addresses issues of substance dependency (addiction). By substances, we mean any form of legal or illegal drugs and alcohol.

Safety and associates* wellbeing are our primary concerns, and this policy is based on addressing these concerns. In the case of a dependency, we want to support our associates with coping with this problem. This Policy applies to all associates.

Any breach of this policy will be disciplined.

Recreational Substance Use

Adecco associates may not bring illegal drugs, marijuana or opened bottles of alcohol onto Company facilities or use or be in the possession of any such substances while on company time or property or event (including those outside of standard work hours). Exceptions to this are limited to alcohol at an Adecco-sponsored event (such as a dinner or holiday party).

Associates may not report to work, or perform their work, while intoxicated, impaired or under the influence of any substance.

Unannounced searches of associates and their personal property *may* be conducted when there is reasonable suspicion that such associate or associates are violating this policy.

Associates' consent to a search is a condition of employment and if an associate rejects or revokes consent, such rejection or revocation may result in disciplinary action including termination.

Search of the Company's facilities may be conducted at any time and even without reasonable suspicion.

The Company may require blood testing, urinalysis, or other drug/alcohol screening of those associates reasonably suspected of using or being under the influence of a substance, or where a special circumstance or workplace conditions justify.

Medical Substance Use

If you are working and you are prescribed or authorized to consume a substance with the potential to affect your job performance, you must disclose this to your manager/supervisor. You will be asked to provide information related to the scheduling and duration of use, expected level of impairment and potential impact on performance of duties. You may be asked for a note from your medical practitioner setting out this information. Adecco will accommodate your treatment requirements to the point of undue hardship. To be clear, however, Adecco will not allow work being performed while impaired in any case.

Safety-Sensitive Positions** Substance Use

The use of substances remains unacceptable for any safety-sensitive position. Associates may be subjected to drug testing under reasonable cause (Post-Accident/Incident, Return to Duty, Follow-up, Pre-employment, Pre-access, and Random).

Substance Dependency

In the case of a substance dependency, colleagues are required to seek help *before* problems that lead to disciplinary action including termination of employment. A request for help will be treated confidentially, and it will not be used as the basis for disciplinary action, nor will it negatively impact your job in any way. If you are unsure about how to discuss this with your manager, contact HR.

The Company maintains a list of agencies and services that stand ready to assist colleagues who suffer from substance dependency and other personal or emotional problems (for example, our EAP provider). A dependency

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**Safety-Sensitive Position: All Class "A" (performs activities and/or works in an environment where a temporary lapse in concentration, focus and/or judgment could result in immediate serious injury, harm or death).



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will be accommodated to the point of undue hardship, but colleagues are expected to be forthcoming about the dependency and cooperate with Adecco in the accommodation. If a violation of this policy occurs, disciplinary action may follow even if help is sought subsequent to such a violation.

Line personnel are to be observant of symptoms of substance use or dependency, especially where performance is affected and/or others around the user may be affected.

The suspected associate's supervisor shall take the following steps:

1. Privately and respectfully address the associate. Indicate the performance problem, and ask whether the associate has any challenges which may be affecting their performance. You may inquire whether drugs or alcohol are a factor in their performance. Advise the associate that the Company may be able to assist with addressing his/her problem. Make it clear that the matter will be held confidential. No threats or moralizing are to be made by the supervisor. The sensitive and confidential nature of such a situation will always be kept in mind.
2. If after the initial confrontation the performance problem continues, suggest that if the core of the problem is something that can be aided by our EAP (Employee Assistance Program) provider the associate should immediately seek such assistance. It is preferable that the associate initiates this. However, should the associate in any case refuse assistance, disciplinary action for the performance problem should commence.
3. Disciplinary action should follow:
 - a) The continued failure to resolve performance problems or seek help from them.

The circumstances of the problem are evaluated thoroughly.

All discussions should be communicated to the Human Resources Department prior to them taking place.

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