

Alcohol & Drugs Policy

Purpose

Insight Building Corp is committed to providing a safe, healthy, and productive work environment. The use of alcohol and drugs can impair performance, compromise safety, and undermine the trust and integrity essential to our business. This policy outlines our stance on alcohol and drug use and provides guidelines to ensure a safe and efficient workplace.

Scope

This policy applies to all employees, contractors, and visitors of Insight Building Corp at all locations, including offices, construction sites, and any other place where company business is conducted.

Policy Statement

Insight Building Corp is committed to maintaining a safe and productive work environment; therefore, we have established the following guidelines regarding alcohol and drug use:

- ✔ **Equality of Opportunities**
The use, possession, sale, distribution, or being under the influence of illegal drugs or alcohol during work hours, on company premises, or while conducting company business is strictly prohibited.
- ✔ **Respect and Dignity**
Employees taking prescription or over-the-counter medications that may impair their ability to perform their duties safely must inform their supervisor or HR department. Reasonable accommodations will be made where possible to ensure safety and productivity.
- ✔ **Alcohol at Company-Sponsored Events**
Alcohol may be permitted at certain company-sponsored events with prior approval from senior management. In such cases, employees are expected to drink responsibly and ensure their behaviour remains professional and respectful.

Responsibilities

Insight Building Corp will ensure all employees understand and comply with this policy:

- ✔ **Leadership**
Senior management is responsible for enforcing this policy and setting a positive example. They must ensure all employees are aware of the policy and its importance.

✓ **Managers and Supervisors**

Managers and supervisors are responsible for monitoring their teams for compliance with this policy. They must address any violations promptly and support employees in seeking help if needed.

✓ **Employees**

Every employee is expected to adhere to this policy and report any violations or concerns to their supervisor or HR department. Employees should seek assistance if they have substance abuse issues impacting their work.

Implementation

To ensure a safe and efficient workplace, Insight Building Corp will implement the following measures regarding alcohol and drug use:

✓ **Education and Training**

Insight Building Corp will provide regular training to all employees on the dangers of drug and alcohol abuse and the importance of this policy. Employees will be educated on how to seek help and support if needed.

✓ **Assistance Programs**

We are committed to supporting employees who seek help for substance abuse issues. Confidential counselling and rehabilitation programs will be made available to those in need.

✓ **Drug and Alcohol Testing**

Insight Building Corp reserves the right to conduct drug and alcohol testing under the following circumstances:

- Pre-employment screening
- Reasonable suspicion of policy violation
- Post-accident/incident investigation
- Random testing, where permitted by law

✓ **Disciplinary Action**

Violations of this policy may result in disciplinary action, up to and including termination of employment. The specific action taken will depend on the circumstances of the violation.

✓ **Confidentiality**

All matters related to substance abuse and the implementation of this policy will be handled with the highest level of confidentiality. Information will only be shared on a need-to-know basis.

Insight Building Corp is dedicated to maintaining a safe and productive workplace. This Alcohol and Drugs Policy is part of our commitment to the well-being of our employees and the success of our business. We expect all employees to adhere to this policy and to help us uphold these standards for the benefit of everyone.