



## **ALCOHOL AND DRUG FREE POLICY**

PRODATA ENERGY is aware that the consumption of alcohol, illicit drugs and smoking is harmful to the health and safety of its employees, that it interferes with productivity and efficiency and compromises professional and organizational performance.

Therefore, PRODATA ENERGY adopts the following guidelines for its employees, suppliers and subcontractors, to ensure compliance with its policy:

### **Alcohol Abuse**

The use, possession, transfer or sale of alcohol by PRODATA ENERGY employees during working hours or within the company's premises is prohibited. Exceptions may be made for sealed containers brought onto the premises for gift purposes or for pre-arranged social events, provided approval has been obtained from the division general manager.

To help ensure a safe working environment, it is important that each employee and any other person entering, leaving or staying overnight on the organization's premises is informed of and complies with this policy regarding the prohibition of alcohol.

Under this policy, PRODATA ENERGY reserves the exclusive right to search any employee, personal belongings, locker, desk, or any personal or company vehicle for the presence of alcohol in an employee's possession on the organization's premises (subject to local laws and regulations).

### **Illegal Drugs and Substance Abuse**

The use, possession, transfer or sale of illegal substances (or related drug paraphernalia) or controlled substances by PRODATA ENERGY employees during working hours or within its premises is prohibited. To help ensure a safe work environment, it is important that each employee and any other person entering, leaving, or staying overnight on company premises be aware of and comply with this policy on the prohibition on the abuse of illegal drugs and controlled substances.

The organization will conduct random tests and testing during investigations of accidents to ensure compliance with this policy. In the event that an employee



tests positive, administrative work sanctions will apply. Any employee who refuses to consent to a mandatory alcohol and/or drug test will be in violation of this policy, and will be subject to termination of employment.



Roberto Villalba  
**President**