



## **BELIZE TELEMEDIA LIMITED**

### **DRUGFREE WORKPLACE POLICY**

Belize Telemedia Limited (“BTL”) is committed to maintaining a productive and safe work environment for all employees. BTL recognizes that drug use at the work place not only diminishes quality, productivity and overall job performance of the employee but also poses a serious threat to the safety of fellow coworkers and the public. In this respect BTL has implemented a Drug free Workplace Policy effective 1<sup>st</sup> February, 2017. This policy applies to all BTL employees including contract and casual workers.

This Policy shall apply to the use of any “prohibited substance” including but not limited to:

- i. All illegal drugs,
- ii. Over-the-counter drugs, and
- iii. Any drug use which has the potential to impact an employee’s performance in the work place.

### **PROHIBITION**

BTL prohibits:

1. The use, possession, solicitation for, or sale of any prohibited substance on Company or Customer premises or while performing any Company duties.
2. Being impaired or under the influence of prohibited substances away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
3. The use, possession, solicitation for, or sale of legal or prohibited substances away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
4. The presence of any detectable amount of prohibited substances in the employee's

system while at work, while on the premises of the company or of its customers, or while on company business.

## **TESTING**

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

1. **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a test for any prohibited substance if it is reasonable to suspect that the employee may be under the influence or in possession of a prohibited substance including but not limited to the following circumstances:
  - a. evidence of the prohibited substance on or about the employee's person or in the employee's vicinity,
  - b. unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
  - c. negative performance patterns, including but not limited excessive and unexplained absenteeism or tardiness.
2. **POST-ACCIDENT TESTING:** Any employee involved in an on-the- job accident or injury will be required to submit to a drug test. The standard drug test will include tracing for marijuana, cocaine, and alcohol levels that are above the legally prescribed limit while driving (0.02% or equivalence of 2 beers). In cases of on-the-job accidents, the authorized driver will be subjected to drug testing.

Drug testing in this policy is for internal use only.

## **ALCOHOL**

For the purposes of this Drug Policy, “alcohol” is deemed a prohibited substance during working hours, unless the Company is having a function where alcohol is being offered. Notwithstanding the foregoing, if an employee chooses to consume alcohol at a Company event, s/he must do so only in **moderation**. The Company expects the utmost professionalism at all times, particularly at events and when wearing the Company uniform.

## **SMOKING**

Smoking cigarettes, cigars or any other form of tobacco is not considered a prohibited substances in this Drug Policy; however, the company recognizes the health risk that smoking forms for employees who practice first-hand smoking. As risky, is the second hand smoke that is produced; therefore, smoking must take place in the designated smoking area only on the company's compound.

Designated smoking areas include:

1. That area on the right hand side, facing the storage containers

## **DISCIPLINE**

If an employee tests positive for or is found in possession/use of any prohibited substance in violation of this policy, the employee may be subjected to appropriate disciplinary action, up to and including dismissal from employment.

The following table includes a scale of disciplinary measures classified by the gravity of the employee's action:

<b>Minor</b>	<b>Moderate</b>	<b>Severe</b>
Company Counseling	Written Warning	10 days Suspension
Verbal Warning	3 – 5 days Suspension	Dismissal

I agree that this requirement is a condition of my employment and that I if refuse, neglect or omit to undergo drug testing as above stated, I will be in breach of the terms and conditions of my employment, rendering me liable for dismissal or other disciplinary action.

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

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