

**Drugs and Alcohol Policy**

Sheen Panel Service is committed to ensure the health, safety and welfare of its employees.

Action will be taken against any use of drugs or alcohol that threatens a safe work environment.

All instances of the adverse effects of drugs and alcohol must be reported to management for
immediate action.

Management will take all reasonable steps to provide appropriate assistance with employee drug and
alcohol problems where possible.

The company will consider that misuse of drugs or alcohol is a treatable condition if the employee is
willing to undergo appropriate treatment.