



Substance Abuse Policy

It is essential that all employees be alert and in full possession of their faculties when working and/or driving our vehicles in order to protect the safety of our workforce, our workplace, and the public, as well as to promote high standards of conduct, integrity, and efficiency.

Being under the influence of – or being impaired by – controlled substances, drugs or alcohol can cause permanent injury or death. As part of the Company's ongoing commitment to maintaining a safe and drug free workplace, all employees are expected to comply with the following guidelines:

- Employees are prohibited from using or consuming alcohol or drugs on work premises, in any Burt Watson vehicle or customer vehicle, or at any other location during working hours or while conducting work-related duties.
- Employees are prohibited from being impaired or under the influence of alcohol or drugs while on the job (this means any capacity and is not limited by any definition of impairment or influence used under criminal statutes).
- Employees are prohibited from manufacturing, possessing, selling, dispensing and/or distributing, alcohol or illegal drugs on company premises, on company projects, in company-owned or in company-controlled customer vehicles, or during the work day or any time while in possession of dealership assets.

This policy does not prohibit the use of controlled substances prescribed or authorized by a medical practitioner, so long as the employee's use is consistent with the safe performance of the employee's duties and the substance is used at the dosage prescribed or authorized.

To prevent Controlled substances, drugs, alcohol and other contraband from being brought onto the Company premises, the Company may, at its discretion, inspect any locker, package, purse, tool box, vehicle or other personal belongings brought onto the Company premises in connection with the investigation of any rule violation or in the maintenance of a safe workplace. Employees must cooperate in all investigations of suspected rule violations or of workplace safety.

The Company reserves the right to require new employees (after a job offer has been made) and current employees to submit to drug testing, including, but not limited to, post-accident drug testing and upon reasonable suspicion. Employees who violate this policy, fail a drug test, or refuse a drug screening may be subject to discipline, up to and including termination.

I acknowledge that I have read and understand the 'Substance Abuse Policy' and that I will comply with all guidelines presented herein.

**SIGNED MASTER EMPLOYEE AGREEMENT AND ACKNOWLEDGEMENT FORM WILL BE KEPT ON FILE
IN THE HUMAN RESOURCES OFFICE**