

## Drug and Alcohol Policy

Design Group Staffing Inc. (“DGS”) including its specialty divisions (Design Group Staffing, Inteqna, Talentcor, Talentcor Pro, LucasWorks, LucasWorks Professional, Project Search Group, and Braun Valley Associates) is committed to promoting a safe, healthy, and productive work environment. We recognize that the inappropriate use of alcohol, drugs (prescribed and non-prescribed), and illegal drugs can have serious adverse effects on job performance and overall health and safety within our work environment. Being unfit for duty because of the inappropriate use of alcohol, drugs (prescribed and non-prescribed), and illegal drugs may also jeopardize the integrity and safety of our business operations.

DGS maintains compliance with Federal and Provincial legislation and receives guidance for Municipal Bylaws. We recognize there may be ongoing clarification to legislation and we will continue to monitor and provide updates.

This Policy applies to all employees, temporary employees and contractors while they are engaged in company business, attending company sponsored events, working on or off company premises, and while operating any personal or company vehicles, tools or equipment in the course of business.

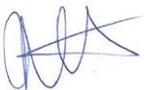
To minimize the risk of unsafe and/or unsatisfactory performance due to alcohol, drugs (prescribed and non-prescribed) and illegal drugs, all employees, temporary employees, and contractors are expected to be fit for duty and remain fit for duty throughout their workday.

DGS’s Drug and Alcohol Policy prohibits:

- Reporting to work or being at work while adversely affected because of the use of alcohol and/or drugs, inappropriate use of prescription drugs or non-prescription drugs, lawfully or unlawfully;
- The use, consumption, possession, sale or distribution of alcohol or drugs, inappropriate use of prescription or non-prescription, lawfully or unlawfully, or paraphernalia on company workplaces or during meals or breaks during the workday;
- Switching or tampering with any specimen or sample collected for the purpose of testing for alcohol or drugs, or attempting to do so.

In the event that an employee, temporary employee or contractor has a prescription that stipulates medical use during the workday, and the medical use impairs their ability to be fit for work, the employee, temporary employee or contractor must disclose the documented medical requirement to their DGS supervisor, prior to use. The purpose of disclosure is to assess fitness for work.

DGS recognizes the sensitive nature of this subject and will treat any information received with confidentiality and will treat employees, temporary employees and contractors fairly, respectfully and with dignity.



Matthew Williams  
President and CEO  
Design Group Staffing and Inteqna



Craig Brown  
President and CEO  
Talentcor

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