



STATEMENT OF COMPANY POLICY ON ALCOHOL AND DRUGS

It is the policy of PTL Building Services Ltd that all employees will be free from the effects of the following during working hours:

- Consumption of Alcohol
- Substance Abuse
- Drug Abuse: The taking of illicit drugs or misuse of prescribed drugs

Company vehicle drivers are reminded that it is illegal to drive any vehicle whilst under the influence of alcohol and that substance abuse or drug misuse/abuse could seriously affect your driving capability and as such is prohibited whenever you may be planning to/or are driving a company vehicle.

The quality of the workplace and the health of our employees, or anyone else who may be affected by our action, is always of paramount importance.

Anyone found participating in, or attending work under the influence of the above, shall be suspended immediately and disciplined accordingly.

You are also reminded that there is a strict "Smoking at Work Policy" detailed in the Statement of Company Policy on Smoking at Work.

Signed

A handwritten signature in black ink, appearing to be "M. J. ...", is written over a dotted line.

Date

01-01-2009