



Fit for Duty Policy

Intent

The employees of ZGM Modern Marketing are our most valuable resource, and for that reason, their health and safety is of paramount concern. Medical cannabis will be treated the same as all other prescription medication. ZGM Modern Marketing has the same expectations from employees who use medical cannabis as who use all other types of medication and will accommodate individuals up to the point of undue hardship.

Guidelines

- Employees may only use prescription medication as indicated by their physician and with a valid prescription up to date.
- Employees may only use of medical cannabis with a license in their names from a physician.
- If an employee is required to use medical cannabis or prescription medication while at work, he/she must inform their direct manager and Human Resources in writing. An employee is not required to disclose his/her specific medical diagnosis; however, he/she is required to provide a note from his/her doctor and a copy of the possession license (for cannabis).
- All information provided in regard to medical cannabis or prescription medication use is considered confidential and will be treated as such.
- Employees who have a medical condition which requires additional accommodation can discuss their cannabis or prescription medication use schedule in the context of the general accommodation plan with ZGM Modern Marketing and their primary care physicians.
- Employees may be required to work with the company's service provider who will provide direction and support for the use of medical cannabis or prescription medication.
- ZGM Modern Marketing will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable is possible.
- In the event that medical cannabis or the prescription medication is deemed to pose a significant or potential hazard to the employee and/or other employees, ZGM Modern Marketing will attempt to find alternative work for the employee, up to the point of undue hardship.

Use of Medication While at Work

- In the event that an employee is taking medical cannabis or prescription medication during regular working hours, he/she is expected to use it in moderation, only at the recommended level of dosage and the applicable frequency of the doses.
- ZGM Modern Marketing asks that, where possible, employees who require medical cannabis or prescription medication use a method of ingestion other than vaporization
- Employees who vaporize medical cannabis must provide supporting medical documentation that no other form of delivery is recommend and must abide by all provincial smoking regulations.
- Employees who must smoke medical cannabis are not permitted to smoke in the presence of other employees or share their medication.
- ZGM Modern Marketing will determine an appropriate vaporization area for the employee, with the goal of maintaining the confidentiality of the employee's medical situation.

Employee Expectations

Management is required to:

- Treat employees who use medical cannabis the same as all other employees using prescription medication.
- Provide accommodation up to the point of undue hardship.
- Be aware of the effects of cannabis use and prescription medication ensures employees are not placed in any safety sensitive situations.



- Assess the effects of the use of cannabis or prescription medication on an employee's performance on the job.
- Ensure that the use of medical cannabis or prescription medication does not adversely affect the safety of the employee and/or his/her co-workers.
- Respond to any employee queries regarding the use of medical cannabis or prescription medication, while maintaining the privacy of an employee's specific situation at all times.

Employees are required to:

- Disclose their medical cannabis or prescription medication in writing to their direct manager and human resources.
- Work with ZGM Modern Marketing to develop accommodation plans that are mutually agreeable if possible.
- Follow the agreed-upon accommodation plan and the guidelines of this policy.
- Never share their medication with any other employee, even those who may have a similar prescription.
- Maintain ongoing communication with their direct manager and human resources regarding the effects of cannabis on their ability to perform their job duties.
- Never participate in activities which could cause a safety risk such as driving while under the influence of cannabis.

Acknowledgment & Agreement

I acknowledge that I have read and understand the company Medical Cannabis Policy of ZGM Modern Marketing, and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Employee Name

Date

Employee Signature