

# Drug-free Workplace Policy

## Purpose

Star Information Systems acknowledges that its employees are its most important resource.

STAR is committed to implementing an integrated workplace health promotion program that encourages and enables employees to achieve an optimum level of physical, mental, and social well-being.

STAR has established a policy on alcohol, smoking and drugs, with the purpose of protect, improve, and sustain the health and well-being of its employees, ensuring conditions that enable a proper performance of their duties.

STAR is aware that tobacco, alcohol, and illicit drug use produces adverse health and safety effects, interfering with work productivity and efficiency, and impairing both the individual's and the company's performance.

## Guidelines

Consequently, STAR adopts the following guidelines, issued to its employees, to ensure compliance with this policy:

- It is strictly forbidden to smoke within the premises of STAR or its customers, as well as in company service or freight vehicles.
- Use, possession, distribution, and sale of illicit drugs within the premises of STAR or customers and suppliers, during working hours, are absolutely prohibited.
- Likewise, it is forbidden consuming, possessing, distributing, and selling alcoholic beverages within the premises of STAR and its customers and suppliers, during working hour.
- The coverage of the prohibitions is extended to operations inside all STAR service or freight vehicles, owned or hired by the company from a third party.
- It is also prohibited for employees to report to work under the influence of alcohol or illegal drugs.
- STAR reserves the right to conduct alcohol and/or drug testing or hire a third-party administrator to conduct the tests in situations when an employee, hired directly or

via a third party, is involved in an accident and/or exhibits suspicious or questionable behavior.

- Evidence of use, transportation, distribution, and sale of alcoholic beverages or drugs on the part of a STAR employee will be liable to appropriate disciplinary action. Should such action be carried out by a professional hired by a third party, he or she will be relieved from work, no longer providing services to STAR.
- STAR adopts this posture while aware that it complies with its Health, Safety, Environment and Quality corporate policy, and that its conditions support the formation of a more positive and healthier attitude.



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**Peter Pronstad, Chairman**



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**Per Anders Koien, CEO**