

**TRETAN INC.**

150 First Street – Orangeville – ON – L9W 4S7

Phone 519-940-8456

Fax 705-479-5216

**Tretan Inc.**

## Employment Application

**APPLICANT INFORMATION**

Last Name		First Name		Date	
Street Address				Apartment/ Unit #	
City		Province		Postal Code	
Phone		E-mail Address			
Date Available		SIN #			
Position Applied for					
Are you a citizen of Canada?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

**EDUCATION**

High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

**REFERENCES***Please list three professional references.*

Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							

**PREVIOUS EMPLOYMENT**

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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## **Thank you for your Interest in Working with Tretan Inc!**

Here at Tretan we offer many exciting and rewarding positions around the country in a wide variety of roles. Below you will find our internal policies that must be met while representing Tretan Inc. and any of our clients. Before Continuing with the application process, please take a few minutes to read through the following information.

### **Working for Tretan Inc. and our “clients”**

As a subcontractor it is crucial to treat the “client” as your employer. We have built strong relationships with our clients by providing the best staff that has been carefully selected to fill their specific needs. Although all employees are paid through Tretan, our “client” is still the employer. It is critical that all “client” needs and expectations are met on and off shift in regulation with your specific job descriptions and safety requirements. Failure to meet the expectations and follow regulation will result in immediate termination. No employee will be asked to preform unsafe duties or tasks.

***\*Note Tretan Inc. employees shall not approach our clients directly for employment until 1 year of inactive service with Tretan Inc. Failure to comply with this policy will lead to immediate termination. This is a contractual agreement with all our Clients.***

### **Working and Living Conditions**

Although we hope that your time with Tretan Inc. are both rewarding and lengthily it is important that you are aware of the conditions and environment that the job entails. Working and living in a remote area can be challenging for some. It can call for vigorous hours and long durations away fromhome. Below are a few variables that you may want to consider.

- Long hours (12+ per day) day & night shifts assigned as needed.
- Rotation work, 2 week rotations, on occasion longer
- Communal living quarters (Men and Women separate) up to 4 per soft wall canvas camp.
- Cafeteria style food
- Starting Wage is \$25.00
- Communal Washer + Dryer facility's
- Communal Washroom facility's

**Social Media Conduct**

Under no circumstances shall any employee post pictures or content related to any employment with Tretan Inc. on Social Media platforms. This includes (but not limited to) Facebook, Twitter, Instagram etc. This policy is in affect to protect the operations of our Clients. Failure to comply with this policy will lead to termination.

**Radio Communication**

Under no circumstances shall any Tretan Inc. employee use the radios provided for personal communication. This behavior is unacceptable and is considered a large safety risk. Radios are to be treated as tools for the job.

Please sign and return this form to [admin@tretan.com](mailto:admin@tretan.com)

Date\_\_\_\_\_

Print Name\_\_\_\_\_

Signature\_\_\_\_\_

# **TRETAN INC. ALCOHOL AND DRUG POLICY**

## **I. PURPOSE**

Tretan Inc. (Tretan or the Company) has established this Policy to promote the safety and dignity of its employees and those whose safety may be affected by their conduct. We recognize that the use of illicit drugs or other mood altering substances, and the inappropriate use of alcohol and medications may affect an individual's ability to perform their job in a safe manner and may therefore have a serious adverse impact on employees, customers, the public, and the Company as a whole.

In light of this, and the safety-sensitive nature of the work our employees perform, Tretan is committed to ensuring all workers assigned to client operations are fit for work and in compliance with this Policy and all client site requirements.

## **II. SCOPE AND APPLICATION**

The following provisions are intended to confirm and expand on the Company's existing standards and expectations regarding fitness for work and safety. They apply to all employees while they are engaged in Company/client business, at all times when on Company and client premises, and when operating Company/client vehicles and equipment. Violations of these provisions will result in discipline up to and including termination of employment.

Details on the standards and procedures are found in the following sections of the Policy. Key definitions, a medication guide and an outline of the testing process are found in the appendix and form a part of this Policy. It is subject to ongoing review and evaluation, and modifications will be made as deemed necessary to respond to current circumstances and evolving needs.

## **III. STANDARDS**

To minimize the risk of unsafe and/or unsatisfactory performance due to the use of alcohol or other drugs, employees are expected to comply with the following standards, and to report fit for duty and remain fit for duty throughout their work day or shift whether on or off of Company/client premises. Employees must be in compliance with client site requirements at all times when on assignment.

**i. Illicit Drugs:** The following are prohibited:

- the use, possession, distribution, offering or sale of illicit drugs or other mood altering substances, and illicit drug paraphernalia;
- reporting for duty or remaining on duty under the influence of illicit drugs or other mood altering substances;
- a positive test for illicit drugs as determined through the testing program.

**ii. Alcohol:** The use, possession, distribution, offering or sale of beverage alcohol is prohibited on Dry Sites. In addition, employees cannot:

- report to work or remain at work under the influence of alcohol from any source;

- consume any product containing alcohol (including beverage alcohol) when on duty, including during meals or breaks;
- have a alcohol test result of .04 BAC or higher; and
- consume alcohol after an incident until tested or advised testing is not required.

Note that some of our client sites may also require removal from duty if an employee has a test result of .02 to .039 BAC. Tretan must comply with that requirement.

**iii. Medications:** Employees are expected to responsibly use prescribed and over-the-counter medications. Medications of concern are those that inhibit or may inhibit an employee's ability to perform their job safely and productively. A guideline on medications is in Appendix III. The following are prohibited:

- the intentional misuse of medications (e.g. using the medication not as it has been prescribed or directed by the pharmacy, using someone else's prescription medication, combining medication and alcohol use against direction);
- the possession of prescribed medications without a legally obtained prescription, and
- distribution, offering or sale of prescription medications (which is trafficking).

Employees are expected to:

- investigate (through their doctor or pharmacist) whether a medication can affect safety in the performance of their work; and
- act responsibly and use a safe medical alternative when available (e.g. non-drowsy); however
- if the medication they are using will affect their ability to operate safely, they are required to advise their client site medic of any need for modified work and comply with any recommended course of action.

All individuals reporting to a Dry Site may be required to report the use of medications to the site medic on arrival at site.

#### **IV. PREVENTION, ASSISTANCE, REHABILITATION, AFTERCARE**

**i. Prevention:** This Policy stresses the importance of prevention and early identification of potential problem situations. Employees are encouraged to access assistance at an early stage through their personal physician, or appropriate community services for help with an alcohol or drug problem, or any other problem that may be affecting work performance.

**ii. Assessment/Rehabilitation:** The Company recognizes that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency or emerging alcohol or drug problem are expected to seek advice and to follow appropriate treatment promptly before job performance is affected or violations of this Policy occur.

**iii. Responsibilities:** Employees should understand that accessing assistance or declaring problem does not eliminate the requirement for maintenance of satisfactory performance levels and complying with the fitness for duty expectations set out under this Policy or client site rules. Discipline or testing cannot be avoided by a request for assistance with a problem or by disclosure that the individual is already involved in a treatment program.

## V. CLIENT REQUIREMENTS

i. **Unfit for Duty Situations:** In all situations when there are grounds to believe an employee is unfit to be at work, the client will investigate the situation. The employee will be given an opportunity to explain why they appear to be in a condition unfit for work. The employee should be able to provide a reasonable explanation for their behavior or condition, and the client representative will take action appropriate to the situation. This may include:

- referral for medical attention if there are immediate medical concerns (the medic at site, a health center, local hospital or clinic); or
- referral for an alcohol and drug test if there are reasonable grounds to believe alcohol or drug use may be a factor in the situation (refer to reasonable cause testing procedures).

The employee will be provided with transportation/escort to the collection site or hospital/clinic depending on the circumstances, and then transportation to their local place of residence or removed from site.

ii. **Alcohol and Drug Testing:** All employees are subject to testing in the following circumstances. Further information on the testing procedures is found in Appendix III. Any refusal/failure to test is a violation of this Policy and client site requirements. (refer to definitions)

a. **Reasonable Cause:** Alcohol and drug testing will take place whenever the Client has reasonable grounds to believe that the actions, appearance or conduct of an individual while on duty are indicative of the use of alcohol or drugs. The referral for a test will be based on specific, personal observations resulting from, but not limited to such indicators as:

- observed use or evidence of use of a substance (e.g. smell of alcohol);
- erratic or atypical behaviour or changes in behaviour;
- changes in the physical appearance or speech patterns; or
- other observations that suggest alcohol or drug use may be a factor.

Individuals tested in this circumstance will be removed from duty until the investigation is complete. Depending on the test result, a fitness for duty assessment may also be required before allowing the employee to return to work.

b. **Post Incident:** Alcohol and drug testing is required after a serious work-related incident as defined under the client site testing requirements. Normally this would be part of a full investigation into the circumstances unless there is immediate evidence that the actions or omissions of the employee(s) were not a contributing factor (e.g. structural or mechanical failure, or environmental factors). This will be determined based on the nature and significance of the incident and the explanation given by the employee for the incident.

c. **Site Access:** As a condition of assignment to specific client sites, current employees may be required to pass an alcohol and/or drug test as a condition of qualification for the assignment. Employees will be advised of the detailed requirements prior to assignment.

- d. Random Testing: Random alcohol and drug testing may be a requirement of assignment to certain sites. Employees will be advised in advance if this is a requirement of assignment.
  - e. Return to Duty – Post Violation: In those situations where employment is continued after a Policy violation, individuals are required to pass a return to duty test and will be subject to unannounced testing as a condition of continued employment as set out in an agreement with the Company and with approval of the client.
- iii. **Possession of Alcohol or Drugs**: Our clients have the right to investigate any situation when there are reasonable grounds to believe that banned substances or products are present on their premises in violation of their site rules. Failure to allow an investigation may result in removal the employee’s from site.
- iv. **Loss/Suspension of License**: All employees who operate a motor vehicle on behalf of our clients are required to maintain a valid driver’s license. Any loss or suspension of license must be reported to Company management and the employee will no longer be qualified to drive on behalf of the Company/client. Loss or suspension of their license for impaired driving in conjunction with work must be reported, there will be an investigation, and consequences will depend on the outcome of the investigation. Failure to report is grounds for discipline up to and including termination of employment.

## **VI. CONSEQUENCES OF A POLICY VIOLATION**

- i. **General Requirements**: Any violation of the provisions of this Policy and/or client site requirements will result in discipline up to and including termination of employment for cause. In all situations, an investigation will be conducted to verify that a Policy violation has occurred. Therefore, management has the authority and discretion to hold out of service any individual who is believed to be involved in an incident that could lead to disciplinary action pending the results of the investigation. The appropriate discipline in a particular case depends on the nature of the violation and the circumstances surrounding the situation.

A positive drug test, a failure to test, and an alcohol test result of .04 BAC or higher are all considered a violation of this Policy and client site requirements. Anyone who has an alcohol test result of .02 to .039 BAC may be removed from duty and subject to the consequences set out by the client site.

After any confirmed violation, the Company may refer the employee for a Substance Abuse Professional assessment to determine whether there is a need for a structured treatment program.

- ii. **Conditions of Continued Employment/Assignment**: Should the Company determine that employment will be continued after a violation and/or should the client site allow reinstatement, the employee would be required to enter into an agreement governing their continued employment which may require any or all of the following actions, or any other condition appropriate to the situation:
- temporary removal from their position;
  - adherence to any recommended treatment and aftercare program;
  - maintenance of sobriety and satisfactory performance on return to duty;
  - successful completion of a return to duty test;

- ongoing unannounced testing for the duration of their agreement;
- no further Policy violations during the monitoring period.

The specific consequences for failure to comply with the agreement during the monitoring period will be set out in the agreement.

## APPENDIX I: KEY DEFINITIONS

- i. **Company/Client Business** refers to all activities undertaken by employees in the course of the Company's operations, whether conducted on or off Company or client premises.
- ii. **Company/Client Premises** includes but is not necessarily restricted to all land, facilities, and vehicles owned, leased or otherwise directly controlled by the Company or client for the purpose of conducting Company business.
- iii. **Drug** means any substance, including alcohol, medications, illicit drugs or other mood altering substances, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this Policy, drugs of concern are those that inhibit a worker's ability to perform his or her job safely and productively.

Alcohol refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.

Medication refers to a drug obtained legally, either over-the-counter or through a doctor's prescription.

Illicit Drug means any drug or substance whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as marijuana and cocaine).

Mood Altering Substance refers to any other product that is legally or illegally used, resulting in cognitive or physical limitations that negatively impact performance on the job. (e.g. synthetic marijuana, cathinone derivatives commonly known as "bath salts", doda, glues, aerosols, and other similar products).

- iv. **Drug Paraphernalia** means any item used to perform any of the following with regard to drugs: use, sale, making, handling, possession, consumption, inhalation or transport. This would also include any product or device that may be used to attempt to tamper with a testing sample.
- vi. **Employee** includes all regular full time, part time, temporary and casual employees on the Tretan payroll.
- vii. **Fitness for Work/Duty** in the context of this Policy means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of alcohol, illicit drugs or medications, or other mood altering substances.
- viii. **Refusal to Test:** Under the Reliance Metals Canada Ltd. Policy refusal to test would include the following:
  - failure of an employee to report directly for a test, refusal to submit to a test,
  - failure to provide a valid specimen absent a documented medical condition,
  - a confirmed attempt to tamper with a test sample,
  - refusal to agree to disclosure of a test result to the Company Program Administrator,
  - attempting to avoid a test by failing to report involvement in an incident which may require testing or by avoiding management following involvement in an incident,
  - failure to advise of release from hospital if testing is delayed for medical reasons;

- failing or refusing to attend a medical evaluation where required under the Policy, and
- any attempt to disrupt the testing process as described in the Policy.

**ix. Substance Abuse Professional (SAP):** This is an individual with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders. The SAP will assess if the employee has an alcohol or drug dependency, make recommendations regarding education and treatment, and recommend a return-to-duty monitoring program including unannounced testing.

## **APPENDIX II: GUIDELINE ON MEDICATIONS**

All employees are expected to manage potential impairment during working hours due to the legitimate use of medications. The following drug categories have been associated with performance impairment and are provided as a guideline to employees in assessing their own situation. The list is not exhaustive; there are numerous other over-the-counter and prescription drugs which when taken may impact negatively on performance.

Therefore, employees are expected to consult with their personal physician or a pharmacist to determine if use of the medication will have any potential negative impact on job performance. If the medication they are using will affect their ability to operate safely, they are expected to advise their client site medic of any need for modified work and comply with any recommended course of action.

All individuals reporting to a Dry Site may be required to report the use of medications to the site medic on arrival at site.

- i. Antihistamines – are widely prescribed for hay fever and other allergies (e.g. Allegra, Dimetane). They are also found in many cold medications. These medications may cause drowsiness.
- ii. Motion Sickness Drugs – are used to prevent motion sickness and nausea (e.g. Gravol, Antivert). Side effects may include drowsiness.
- iii. Barbiturates, Sedatives, Hypnotics, Tranquilizers, Antidepressants – are used to treat sleep disorders and depression (e.g. Ativan, Imovane, Paxil). Potential side effects may include mild sedation, hypnotic state, dizziness or drowsiness.
- iv. Narcotics – (e.g. Demerol, Codeine, Oxycodone). Codeine is often found in combination drugs such as 222s or 292s or Tylenol 1,2,3s. Drowsiness, dizziness, and light-headedness may be side effects.
- v. Stimulants – Medication used for central nervous system stimulation and for appetite suppression can produce sensations of well-being which may have an adverse effect on judgment, mood and behaviour (e.g. amphetamines or medications sold as "diet pills").
- vi. Anticonvulsants – are used to control epileptic seizures and can cause drowsiness in some patients (e.g. Dilantin).
- vii. Muscle Relaxants – are used to treat musculoskeletal pain (e.g. Flexeril, Robaxial). Most common side effects are sedation and drowsiness.
- viii. Cold Tablets/Cough mixtures – in particular night time remedies can cause drowsiness (e.g. Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine).
- ix. Medical Marijuana is categorized as a controlled substance; Health Canada confirms it is not an approved drug or medicine, and does not endorse its use. However, the new Marijuana for Medical Purposes Regulations allow physicians to authorize use of marijuana for treatment purposes. Its use can present serious negative impacts on performance at work.

### **APPENDIX III: ALCOHOL AND DRUG TESTING PROCEDURES**

The alcohol and drug testing process is based on rigorous collection, analysis and reporting procedures designed to ensure the accuracy and integrity of the results. Steps in the testing process are highlighted below. These are standard procedures for sites across Canada, although specific clients may have additional requirements and these will be communicated to employees assigned to those sites.

- Testing will be conducted in those circumstances outlined in the Company Policy and at client direction to determine the presence of cannabinoids, amphetamine/methamphetamine, cocaine, opiates, phencyclidine and alcohol. Specific client sites may include additional drugs in this list, and employees will be advised of the requirements. Testing for additional drugs may also be required on an individualized basis on the advice of a treatment centre or Substance Abuse Professional in a post-treatment situation.
- Collection of specimens for drug testing and administration of alcohol tests are performed by trained collection agents. In post incident and reasonable cause testing situations, samples will be collected as soon as possible after the triggering incident, but collection attempts will normally end eight (8) hours after the incident for an alcohol test, and thirty-two (32) hours after the incident for a drug test.
- All individuals who are tested are normally required to sign a form to acknowledge the accuracy of the employee and employer information and authenticity of the specimen(s). They will be given a copy of the Drug Testing Custody and Control Form and the Breath Alcohol Testing Form for their records.
- Alcohol tests are normally administered using a calibrated evidential breath analyzer with a printout of test results. If a breath analyzer is not readily available, an alternative technology is used. Drug tests are administered by urinalysis using split sample collection for transfer to the laboratory, or using a Point of Collection (quick test) urine drug screen at the collection site with confirmation testing at the lab should it be required. At certain sites, oral fluid samples may be collected for laboratory analysis.
- Urine and oral fluid samples for drug testing are analyzed by a fully qualified and accredited laboratory performing a confirmation test by gas chromatography/mass spectrometry (GC/MS).
- Laboratory confirmed positive test results will be reviewed by a qualified Medical Review Officer (MRO). This is an independent physician who will endeavor to discuss the result with the employee in an effort to determine whether a positive test could have resulted from the legitimate use of medications. The individual concerned will be given an opportunity to explain the finding to the MRO who will then determine whether the result will be reported to the Company as a negative, a verified positive, or a tampered or substituted result.
- In the case of a verified positive test result, the person who has been tested may request the MRO to direct the split sample to be tested by an accredited laboratory of that person's choice within seventy-two (72) hours of receiving their results. If a split sample is not collected, they can request their sample be retested. If a second confirmed positive test is reported, the person who requested the second analysis is responsible for reimbursing the Company for the associated costs.
- If the test is reported as dilute and negative, or cancelled because the specimen is invalid, the employee will be required to provide an additional specimen for testing as soon as possible.

**ALCOHOL AND DRUG POLICY  
EMPLOYEE ACKNOWLEDGMENT FORM  
TRETAN INC.**

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Name \_\_\_\_\_

Position \_\_\_\_\_

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By signing below, I hereby confirm receipt of the Tretan Alcohol and Drug Policy. I acknowledge that I am expected to read the Policy and understand my responsibilities under it.

I acknowledge I will be subject to testing under the Company testing program, and that my test results will be reported via the Third Party Administrator directly to the Company's Program Administrator.

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Signature

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Witness

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Date