



J. BENDEB SYLMAR ASSOCIATES LIMITED POLICIES

HARRASMENT AND DISCRIMINATION POLICY

It is the policy of **J. BENDEBS SYLMAR ASSOCIATES LIMITED** that each employee is individually responsible for maintaining acceptable standards of personal behavior in the business environment and for helping to environment and for helping to ensure that all **J. BENDEBS SYLMAR ASSOCIATES LIMITED** employees, as well as anyone invited into **J. BENDEBS SYLMAR ASSOCIATES LIMITED** property, are able to carry out their assigned duties in a business atmosphere that is free from harassment or discrimination.

ALCOHOL, DRUG AND AMMUNITION POLICY

In the interest of security, safety, and in compliance of **J. BENDEBS SYLMAR ASSOCIATES LIMITED** policy, and, in accordance with the conditions imposed upon the company by any relevant laws, regulations and agreements with our customers, the company will maintain programs that will ensure a safe working environment free of unnecessary hazards. Specifically:

The use, possession, or consumption of alcohol, drugs or other mood altering substances by either **J. BENDEBS SYLMAR ASSOCIATES LIMITED** direct or contracted employees or any other persons either utilizing or entering onto company premises is strictly prohibited.

The personal possession of firearms, weapon, explosives and ammunition on **J. BENDEB SYLMAR ASSOCIATES LIMITED** offices by either direct or contracted employees or any other persons either utilizing or entering onto company premises is strictly prohibited.

HEALTH AND SAFETY POLICY STATEMENT

J. BENDEB SYLMAR ASSOCIATES LIMITED acknowledges and accepts its responsibility to promote a safe working environment. Our statement of general policy is:

- ✚ Consult with our employees and clients on matters affecting their health and safety.
- ✚ Provide adequate control of health and safety risks ensuing from our work activities.
- ✚ Maintain safe and healthy working conditions; and
- ✚ Review and revise this policy as required at regular intervals.