

Alcohol Consumption Policy – Quorum Information Systems Inc.

Quorum may have alcohol on its premises from time to time, and may have alcohol available during social functions. Also, there may be times when employees will represent Quorum at a client meeting or function where alcohol is present.

Employees must adhere to strict conditions surrounding the consumption of alcohol on Quorum premises, during Quorum sponsored social functions and during client social engagements, as it is the company's objective to provide a safe working environment for its employees. Employees must:

- **Not** consume more than one serving of an alcoholic beverage during the course of the work day. This policy includes work-breaks off the premises (i.e. lunch) and may extend past the "normal" work day (i.e. lieu time).
- Take Quorum provided transportation if the employee or the employee's guest consumes **any** alcohol during social functions. If you or your guest drinks **no alcohol whatsoever**, that person may drive home.
- **Not** drive if they consume more than **one** alcoholic beverage while attending an off-site meeting or function on Quorum's behalf.
- Endeavour to inform QIS management if they believe another employee has violated Quorum's Alcohol Consumption Policy.

Attendance at all Quorum sponsored after-hours social events is strictly voluntary and non-alcoholic beverages will be supplied to those not drinking alcohol.

A serving of alcohol is defined as approximately one 355 ml beer, a 6 oz glass of wine, or one beverage containing one ounce of 80 proof alcohol.

Any employee who contravenes with the conditions set out above will be terminated immediately. No exceptions will be made.

I have read and fully understand Quorum's Alcohol Consumption Policy:

Employee Name

Employee Signature

Dated