

All Metrolinx Vendors:

**Subject: Updates to Metrolinx Fit For Duty Requirements**

Metrolinx has a strong commitment to safety leadership and as part of that commitment has introduced a Fit for Duty Policy (the “Policy”) effective September 28, 2018, which will replace the existing Alcohol and Drug Policy. The Policy continues to require Metrolinx Vendors to ensure all persons performing work on behalf of Metrolinx or on any Metrolinx worksite, are fit for duty at all times.

The Metrolinx Fit for Duty Policy impacts vendors as follows:

1. Existing Vendors Currently under Contract with Metrolinx
  - a) It is expected that all vendor staff who are performing work for Metrolinx or on Metrolinx worksites arrive and remain fit for duty with no exceptions.
  - b) Effective immediately, vendors are responsible for enforcing, for the entire term of the contract, fit for duty requirements of all staff working on behalf of Metrolinx and at all times on Metrolinx worksites. Vendors and all vendor personnel (including but not limited to employees, sub-vendors, third party representatives and agents) must report and remain fit for duty free of alcohol, drugs as well as prescription and over-the-counter medications which have the potential to inhibit the ability to perform work safely and productively.
  - c) Where any vendor personnel appears unfit for duty, Metrolinx shall remove the personnel from the worksite and notify the vendor immediately.
2. Vendors are required to implement their own fit for duty policy and to ensure such policy is shared with and understood by vendor personnel on any Metrolinx worksite.

3. New Vendors

- a. Vendors will be required to have a fit for duty policy implemented within 30 business days from execution of a contract with Metrolinx, and prior to performing work on behalf of Metrolinx.
- b. Vendors are required to enforce their fit for duty requirements for the entire term of the contract.

Metrolinx, its partners, vendors and all vendor personnel have a shared responsibility to ensure a safe working and operating environment. Enhancements to the Policy will ensure Metrolinx worksites remain safe.

We thank you in advance for your commitment towards ensuring and enforcing a safe work environment.

Should you have any questions regarding the Policy please contact Shelley Waterman, Manager, Fit for Duty at [Shelley.Waterman@Metrolinx.com](mailto:Shelley.Waterman@Metrolinx.com).

Sincerely,



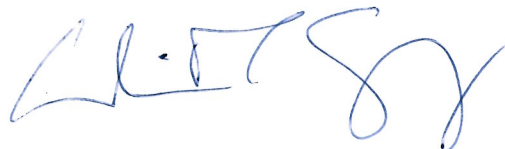
Greg Percy  
Chief Operating Officer  
Metrolinx

Sincerely,



Peter Zuk  
Chief Capital Officer  
Metrolinx

Sincerely,



Annalise Czerny  
Executive Vice President, PRESTO  
Metrolinx

Sincerely,



Don Dinnin  
Vice President, Procurement Services  
Metrolinx