



To: All Vale Contractors
From: North Atlantic, Base Metals, Sustainability
Subject: Vale's "Alcohol and Drug Instruction Expectations for Contract Workers"

Substance abuse is a growing concern in our society, and the impact on workplace safety and productivity is well documented.

To better risk manage alcohol and drug related challenges in our workplaces, Vale has recently introduced a comprehensive new Alcohol and Drug Instruction that will apply to all Vale employees and worksites in Canada. A companion document outlining our expectations of contractors has also been developed, and will form part of all of our future service contracts. This document is entitled "Vale Alcohol and Drug Instruction Expectations for Contract Workers", and a copy is included herewith. Please review this document in its entirety.

We expect that your company, employees, subcontractors, and agents will comply with these minimum requirements when engaged in Vale business, and at all times when on Vale premises and property including when operating vehicles and equipment.

Enclosed is an acknowledgement form. Please complete, sign and return this with your quotation/submission.

As testing is one requirement under the Instruction, you are encouraged to implement your own policy and testing program. If you are requesting access to Vale's testing services pursuant to these Expectations, please contact Keith Hanson, the Vale Program Administrator to discuss as approval is required to utilize Vale's Third Party Administrators.

If you have questions about the Vale "Alcohol and Drug Instruction Expectations for Contract Workers", please contact the Site Administrator, Sarah Paterson at (204-778-2115).

Manitoba Operation Site Administrators:

Sarah Paterson: 204-778-2115 or Dave McDonald 204-778-2724



**VALE
ALCOHOL AND DRUG INSTRUCTION EXPECTATIONS FOR
CONTRACT WORKERS
THIRD PARTY CONTRACTOR ACKNOWLEDGMENT FORM**

Name _____

Company _____

By signing below, I hereby confirm receipt of the Vale Alcohol and Drug Instruction Expectations for Contractors. I understand that I am responsible to ensure that all individuals I assign to work under my contract with Vale fully meet these expectations when on Vale business, at all times when on Vale premises and property, and when operating Vale vehicles and equipment.

I also understand that failure of a contract worker to abide by these provisions may result in his/her permanent removal from Vale work. Such an occurrence will also be considered a breach of my contract and may result in triggering penalty clauses, or suspension or termination of my contract.

Signature

Witness

Position

Date

PLEASE RETURN A COPY OF THIS FORM BY EMAIL TO:

Sarah.Paterson@vale.com

Manitoba Operation Site Administrators:

Sarah Paterson: 204-778-2115 or Dave McDonald 204-778-2724



**VALE
ALCOHOL AND DRUG INSTRUCTION EXPECTATIONS FOR
CONTRACT WORKERS
SOLE PROVIDER/SMALL CONTRACTOR ACKNOWLEDGMENT FORM**

Name _____

Company _____

By signing below, I hereby confirm receipt of the Vale Alcohol and Drug Instruction Expectations for Contractors. I understand that I am responsible to fully meet these expectations when on Vale business, at all times when on Vale premises, and when operating Vale vehicles and equipment.

I also understand that failure to abide by these provisions will be considered a breach of my contract and may result in my permanent removal from Vale work, or may allow for continued assignment under specific conditions.

Signature

Witness

Position

Date

PLEASE RETURN A COPY OF THIS FORM BY EMAIL TO:

Sarah.Paterson@vale.com