

APPROVED BY


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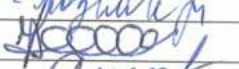
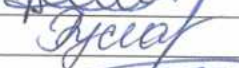
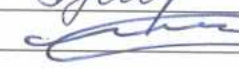


2023

FIRC – HR - 001

POLICY ON ALCOHOL, DRUG AND PSYCHOTROPIC SUBSTANCES

1. **This document became effective since** the General Director of Fenix International Resources Caspian LLP signed Provision regarding alcohol, drug, and psychotropic substances based on Approval Order No4K dated January 01, 2023.
2. **Access level:** the document content shall be kept confidential. Persons who are of direct relevance to the execution of these documents can be familiarized with it.

	Title	Surname, first name and patronymic	Signature
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Agreed by:	HSE Manager	M.Baranovskiy	

Atyrau city, 2023

1. The purpose of the document

The current document is the internal policy on alcohol, drug, and psychotropic substances (hereinafter referred to as the Policy) of «Fenix International Resources Caspian» Limited Liability Company (hereinafter referred to as Company) and the purpose of the document is to establish rules concerning examination of Company employees in order to identify drunken state due to the use of psychotropic substances (alcohol, drug substances, psychotropic substances, precursors, and their derivatives and equivalents) (hereinafter referred to as Psychotropic substances).

2. Scope of application

The current provision applies to all Company employees.

3. Definitions and acronyms

LLP	«Fenix International Resources Caspian» Limited Liability Partnership
Company (Employer)	«Fenix International Resources Caspian» Limited Liability Partnership
Host party	The Customer (Client) of the Company (Employer)
LLP employees	Physical persons who are in employment relations with Company under employment agreement terms.
Line Manager	Immediate supervisor according to the approved Company structure
HR Department	Appropriate business unit supervising HR issues
Security Service	Appropriate business unit of the Host Party which is responsible for industrial and other internal processes from unauthorized infringements
Industrial Relations Department	Appropriate business unit which is responsible for coordination of relationships with Company employees and the Host Party and ensuring that the relationship of the Employer to employees corresponds to its core values and business goals.
LC of RK	Labor Code of the Republic of Kazakhstan
LC	Labor Contract
Psychotropic substances	Alcohol, drug and psychotropic substances, precursors, their derivatives and equivalents

4. Underlying principles

4.1. The Company is eager to support labor conditions which provide the possibility for efficient and safe work and eliminate the fact of unauthorized use of substances that cause alcohol, drug and chemical intoxication/poisoning/drunkenness. The use of psychotropic substances prevents from performing duties appropriately and results in dangerous labor conditions. The Company follows the principle of zero tolerance regarding alcohol, drug and psychotropic substances and their equivalents.

4.2. In accordance with the legislation of the Republic of Kazakhstan the following terms and conditions are the basis to have an employee suspended from work and terminate the labor contract:

- if an employee is under the influence of alcohol, drug, psychotropic, inhalant intoxication (their equivalents) including the use of substances during the working day which result in alcohol, drug, inhalant intoxication (their equivalents);
- if an employee refuses to pass through medical examination in order to identify substances resulting in alcohol, drug, psychotropic, inhalant intoxication.

4.3. Employees shall inform their line manager about the use of medicine subscribed by a treating physician which can influence both the work and results of analyses during planned and extraordinary inspections in order to determine the use of psychotropic substances.

4.4. Representatives from HR Department at Company shall ensure employees get familiarized with the current Policy.

4.5. Employees are prohibited to use psychotropic substances and to be under the influence of alcohol, drug, psychotropic, inhalant intoxication during working time.

4.6. Any employee or a visitor who are under the influence of alcohol, drug, psychotropic, inhalant intoxication shall not enter and found himself/herself in Company offices and on the territory/sites of the Host Party and perform his/her duties. Such an employee or a visitor would be sent out of Company offices and territories/sites of the Host Party.

4.7. The Company reserves the right to carry out extraordinary inspections in order to identify the fact of the use of substances resulting alcohol, drug, psychotropic, inhalant intoxication including but not limited to the use of the alcohol tester. Inspections can be carried out only by authorized healthcare personnel who are witnessed by safety technician.

4.8. In order to carry out medical examination to identify alcohol, drug, psychotropic, inhalant intoxication it is necessary to get a written agreement from an employee.

4.9. Employees who according to the legislation of the Republic of Kazakhstan shall have to undergo everyday alcohol test including drivers of vehicles involved in scheduled and nonscheduled transportation of passengers, luggage including dangerous cargoes and operators of mobile equipment, and other employees carrying out important work from safety point of view shall be medically examined every day prior to work shift. Such every day tests do not require a written agreement from an employee.

5. Medical examination procedure and rules (inspection)

5.1. Grounds for medical examination (inspection)

Medical examination can be carried out in order to identify the fact of the use of psychotropic substances and substances resulting in drunkenness in the following cases:

- **During working hours**

If there are grounds to suppose that an employee is under the influence of psychotropic substances. For example, inappropriate behavior, external signs of drunkenness (changeable ways of walk or peculiar smell of alcohol from an employee and etc.).

- **During working hours and day off**

When an employee is involved in an incident which took place in Company offices and/or on its territory/sites of the Host Party and/or during an employee rotation time.

When an employee gets injured in Company offices and/or on the territory/sites of the Host Party within performance of his/her functional duties by using Company-provided vehicle or equipment.

5.2. Medical examination procedure (inspection)

5.2.1. If a positive result is received during every day and/or nonscheduled inspection, i.e., if alcohol test shows more than 0.00 %, an employee shall be suspended from work and sent to the established health clinic to undergo repeated tests and/or analyses in order to identify the fact of the use of alcohol and psychotropic substances.

If a repeated test result is positive, an employee shall be subject to disciplinary measure according to the Labor Code of the Republic of Kazakhstan, Table 1, item 6.

If an employee refuses to undergo a repeated alcohol test, a refusal act to undergo medical examination to be drawn up. This procedure shall be witnessed by 2 persons minimum. Further actions shall be taken in accordance with subitem 4.2, item 4 hereunder. In case of a negative result, an employee shall return to work.

Results of carried out tests/analyses shall be supported by documents and sent to HR Department in order to be kept in an employee history file.

5.2.2. If there are grounds to carry out medical examination the following procedure shall be stuck to:

- A line supervisor of an employee shall immediately suspend an employee under suspicion /a violator by discharging him/her from working place and from production premises in order to provide safety for production processes, other employees and supposed violator.

- A line supervisor shall accompany a violator to the nearest first-aid point in order to carry out medical examination and if required to provide medical assistance.

- If the behavior of a supposed violator prevents or hinders from carrying out actions specified in the previous item, a line supervisor shall apply to Security Service and/or Industrial Relations Department in order to transport a supposed violator to the established health clinic. Personnel from Security Service and/or Industrial Relations Department shall determine the necessity to involve representatives from Local Law Enforcement Service at the scene.

- Medical examination shall be carried out by healthcare personnel in the presence of witnesses.

- If the result of alcohol test is negative, an employee shall return to his/her working place and Alcohol Test Act shall be drawn up where medical examination results are to be specified.
- If the result of alcohol test is positive, an employee shall be set to the established health clinic where he/she is examined by healthcare personnel/drug therapist. Appointment Card for medical examination shall be drawn up on the basis of the predetermined form and signed by an employee manager in the presence of safety technician in order to identify the fact of the use of psychotropic substances and drunkenness. (See Annex 1 – Appointment Card).
- healthcare personnel/drug therapist carries out medical examination procedure in accordance with the legislation of the Republic of Kazakhstan.
- A line supervisor shall take all possible measures in order to make an employee undergo medical examination.
- If an employee refuses to undergo medical examination, healthcare personnel/ drug therapist shall draw up refusal act for medical examination procedure in the presence of witnesses (See Annex 2 – the Act).

5.3. Procedure regarding to incidents during day-off

If an employee is involved in incident which took place in Company offices and/or on the territory/sites of the Host Party and/or during employee rotation time and when an employee gets injured in Company offices and/or on the territory/sites of the Host Party during operation of vehicle or equipment in off hours the following actions to be taken:

- **In case of serious incident:**

Subitem 5.2, item 5 hereof shall be applied. If medical examination result is positive (more than 0.00%), a line supervisor shall ensure that an employee is taken to the established health clinic in order to undergo repeated test immediately before his/her next work shift.

- **If got injured/damaged:**

First of all, an employee shall be provided medical assistance. Alcohol and/or psychotropic substance test shall be carried out by a drug therapist as needed for any injuries in accordance with item 5 hereunder.

- **In case of insignificant incidents, conflicts with participation of a representative from Security Service and/or Industrial Relations Department, representatives from Security Services and/or Industrial Relations Department are recommended:**

- to record employment pass number (if there is some);
- to inform a line supervisor of an employee about the incident;
- to inform an employee and his/her line supervisor about the necessity to visit the established health clinic in order to undergo medical examination;
- to accompany an employee to place of living/lodging during rotation time.

A line supervisor of an employee shall ensure that an employee undergoes medical examination immediately after the work is over. Further actions are to be determined by rules specified in item 5 hereof.

- **In case of public order violation**

In case manifestation of aggression towards people, inappropriate behavior in relation to people and damage to Company and the Host Party property, you should contact to employees from Security Service and/or Industrial Relations Department. Employees from Security Service and/or Industrial Relations Department in their turns shall invite employees from local law enforcement service in order to control public order.

6. Recommended disciplinary measures

6.1. Disciplinary measures are to be imposed in accordance with the existing legislation of the Republic of Kazakhstan.

6.2. On the whole the following levels of disciplinary measures are recommended for cases associated with the use of psychotropic substances in order to provide for fairly, consistent and non-discriminatory approach to Company employee discipline.

Table 1 – Disciplinary measures on the basis of test results

The level of drunkenness	On the basis of test results
The use of psychotropic substances during working hours irrespective of the level of drunkenness	Disciplinary punishment – termination of employment agreement
Refuse to undergo medical examination in order to identify the fact of the use of psychotropic substances	
Refuse to undergo medical examination in order to identify the fact of the use of psychotropic substances immediately before work shift	
Drugs Irrespective of intoxication level	
Alcohol Low level (0.00> <0.04 level)	
Alcohol High level (≥0.04 level)	
Failure to be present at repeated medical examination in order to identify the fact of the use of psychotropic substances before work shift	Disciplinary punishment depending on the severity level of the disciplinary action in accordance with requirements specified in the Labor Code of the Republic of Kazakhstan - Comment - Reprimand - Serious reprimand

7. Annexes

Annex 1 – Appointment card

Appointment card to the doctor

for medical examination in order to identify the fact of the use of psychotropic substance and drunkenness

Date «__»__20__

(examination location)

The title of employee initiating the report: _____

To be sent for medical examination in order to identify the fact of the use of psychotropic substance and drunkenness

Surname, name and patronymic: _____

Citizenship: _____ date and place of birth: _____

Work place: _____ Place of living: _____

Employee ID (passport, driver's license): _____

Serial number: _____ Date and place of issue: _____

Information about equipment (type, model, state registration number): _____

Grounds for medical examination: _____

Goal of medical examination: _____

Medical examination results: _____

Signed by the manager: _____

Signed by the employee: _____

Signed by the doctor: _____

Annex 2 – The Act

Refusal act

To undergo medical examination in order to identify the fact of the use of psychotropic substance and drunkenness

We, the undersigned, hereby confirm the fact of refusal by an employee to undergo medical examination

Surname, name and patronymic of an employee:

who was sent to the established health clinic in order to undergo medical examination

in order to identify the fact of the use of psychotropic substance and drunkenness

due to the following reasons:

Date, time and short description of the incident: _____

Employee refusal to undergo medical examination was as follows: _____:

- Refusal to undergo medical examination;
- Avoid visiting/non-attendance the doctor/drug therapist;
- Other (to be explained): _____

Witnessed by:

1. Surname, name and patronymic, signature: _____

2. Surname, name and patronymic, signature: _____

3. Surname, name and patronymic, signature: _____

The employee has been familiarized with the Act (Surname, name and patronymic, in full, signature): _____