

### **Purpose of the policy**

Offshorecert is committed to providing a drug and alcohol-free work environment for its employees, customers, and vendors.

We have a zero-tolerance approach to the consumption of alcohol and any form of unlawful drugs or illegal substances by any employee whilst providing any services to Offshorecert or any of Offshorecert clients, except prescribed medicines that the company has approved before embarkation.

The consumption of alcohol during the working day is actively discouraged, inclusive of breaks, and its use is not permitted within company offices, at worksites, vessels, installations and during transportation to/from offshore, whether these locations are Offshorecert, client, subcontractor, or public.

The policy applies to all persons engaged by Offshorecert. Observance of the requirements of this policy is the responsibility of all managers, supervisors, and employees.

All personnel are empowered to intervene without fear of reprisal should they recognise that behaviour displayed by other Offshorecert personnel breaches this policy's requirements.

For the purpose of this policy, an employee shall be considered "on the job" whenever they are:

- Assigned a task at a work site.
- Travelling, driving a Company vehicle or a private conveyance for which the Company has authorized reimbursement.
- Performing work during scheduled shift hours, including mealtimes and breaks
- Travelling to and from a work site
- Travelling by helicopter or vessel to an offshore work site
- Representing the Company at any other event or location

### **General policy statement**

The employee must not be impaired by drugs or alcohol whilst working on Offshorecert sites or performing work for Offshorecert.

The employee must not possess (whether illegally or without authorisation), consume or sell alcohol or illicit drugs whilst working at and for Offshorecert.

Personnel on prescribed drugs must declare this fact to the Supervisor or physician on board upon joining the vessel/installation or upon prescription if prescribed during the service on board. If the prescribed drugs affect the employee's performance or general health, the employee should immediately report this to his/her supervisor.

Our supervisors are responsible for carrying out visual checks on all personnel and reporting any concerns to the head office.

This policy does not vitiate any prior discipline or prior positive prohibited substance test received by an employee under any other policy.

Due to the high-risk nature of offshore operations, in addition to the general responsibilities above, alcohol use shall cease at least 24 hours before offshore travel and continue for the duration of the offshore stay.

## Testing

Offshorecert reserves the right to test any employee for the presence of alcohol and/or illegal drugs at any time.

Offshorecert has the right to search your personal gear to check for the possession of alcohol, illegal drugs, or controlled substances.

All employees or a group of employees who work at a particular site or location, such as an offshore platform, onshore drilling site or a vessel/installation, may be tested on an unannounced basis if local management deems operations to be of a critical safety sensitive nature and/or in circumstances where specific, objective and articulable facts and reasonable inferences indicate prohibited substance use may have occurred that cannot be attributed to a particular individual employee.

## Disciplinary Implications

Any employee who violates this policy, including but not limited to a positive prohibited substance test result, is subject to discipline, including termination of employment.

Any employee refusing to take a test faces sanctions, including contract termination.

## Absolutes

You must be drug and alcohol-free.

If you are taking medication that impairs your judgment, you are required to inform your supervisor.

You may not be able to perform your job/ task until cleared by a physician.

If you bring medication to the job site, it must be in the original container.

You cannot take someone else's prescribed medication.

## Definitions

Alcohol - Any substance which contains ethyl alcohol, the intoxicating agent in beer, wine, and distilled liquors. It includes all beverages, mixtures or preparations which contain ethyl alcohol.

Illegal Drug - All prescription medications not prescribed to the individual taking the medication, all psychoactive substances, all controlled substances, and all substances illegal under federal law.