



# Policy on alcohol, narcotic drugs, psychotropic substances and their analogues of Ural Oil and Gas LLP

Revision: A3, UOG-HSE-PC-002

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"Approved by"  
General Director -  
Chairman of the Management  
Board

Ural Oil and Gas LLP

Imandossov A.G.

2024

First Deputy  
General Director –  
Member of the Management  
Board

Ural Oil and Gas LLP

Tian Yuansheng

29 03 2024

## Policy on alcohol, narcotic drugs, psychotropic substances and their analogues of Ural Oil and Gas LLP

### Scope of application

The Policy applies to all UOG employees, as well as contractors' employees providing services at UOG facilities, including transportation, on the terms specified in the concluded contracts

### Liability

UOG Management assumes responsibility for providing the necessary resources and conditions for HSE Management Systems.

### General requirements.

Ural Oil and Gas LLP (hereinafter referred to as UOG) is an oil and gas company of the Republic of Kazakhstan, fully aware of its responsibility to employees and society for creating safe working conditions at workplaces and preventing industrial injuries.

UOG welcomes compliance with the principles of a healthy lifestyle and expresses its concern about the possibility of unforeseen situations developing as a result of inadequate actions of employees under the influence of alcohol, narcotic drugs, psychotropic substances and their analogues which pose a threat to the life and health of employees themselves and their surroundings.

In order to avoid the dangers and reduce the risks associated with alcoholic beverages, narcotic drugs, psychotropic substances and their analogues, the UOG prohibits:



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- admission to UOG facilities of employees and other persons under the influence of alcohol, narcotic drugs, psychotropic substances and their analogues or who are under the influence of their consequences;
- possession, use, manufacture, storage and distribution by employees and other persons acting in the interests of UOG of alcohol, narcotic drugs, psychotropic substances and their analogues, as well as controlled substances during the performance of their labor (official) duties, including when they are outside the UOG facilities (except for medicines that do not create hindrances to the full performance of labor (official) duties, if there is a corresponding prescription of a medical center);
- admission to work without the employee passing a mandatory pre-shift medical examination, pre-trip and post-trip medical examinations (in established cases) or other established procedures related to determination of the fact of the use of alcohol, narcotic drugs, psychotropic substances and their analogues by an employee.

### **However, UOG reserves the right to:**

- carry out an external visual inspection of personal belongings when employees are admitted to the UOG production facilities with their consent;
- immediately direct an employee or other person acting in the interests of UOG, in accordance with the established procedure, for an extraordinary check to determine the fact of alcohol, narcotic drugs, psychotropic substances and their analogues in the following cases:
  - As a result of an accident or incident;
  - if there are reasonable suspicions that the employee is under the influence of alcohol, narcotic drugs, psychotropic substances and their analogues, as well as other substances (including, but not limited to, inappropriate behavior, the smell of alcohol coming from the employee, temporary physiological changes);
  - in other cases provided for by laws of the Republic of Kazakhstan and UOG internal documents;
- systematically carry out selective procedures to determine the fact of use by employees or other persons acting in the interests of UOG, of alcohol, narcotic drugs, psychotropic substances and their analogues, as well as other substances, including visual inspection of personal belongings of an employee on a voluntary basis;
- in accordance with the established procedure, to bring an employee or another person acting in the interests of UOG to disciplinary responsibility for violating



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the provisions of this Policy up to and including the termination date of the employment contract.

**Head of HSE Department Zainullin A.A.**

A handwritten signature in blue ink, appearing to be "Zainullin A.A.", written over the printed name.