

## PETROLCOM Oil & Gas Services (POGS) Alcohol & Drugs Policy & Procedure

### Policy

POGS is committed to provide a Safe, Healthy and Productive Working Environment for its entire Staff, Customers, Visitors and all those affected by its activities. This includes ensuring that all staff/ personnel are fit to carry-out their duties safely and effectively in a working environment which is free from alcohol and drug misuse. We will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of Alcohol or Drugs. This policy applies to all employees and all persons coming onto the company's premises.

The company prohibits the drinking of alcohol by employees and contractors at any time in the work-place or on company premises.

The company will take all reasonable steps to prevent employees and contractors carrying out work-related activities if they are considered to be unfit / unsafe to undertake the work as a result of alcohol or drugs consumption.

The company expressly prohibits the use of any illegal drugs or any prescription drugs that has not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on company premises, in company vehicles or at a company function, they will be regarded as serious, will be investigated by the company, and may lead to disciplinary action and possible reporting to the police.

### Procedures

No employee or other person under the company's control shall, in connection with any work-related activity:

- Report, or endeavor to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- Consume or be under the influence of drugs or alcohol while on duty;
- Store drugs or alcohol in personal areas such as lockers and desk drawers; or
- Attempt to sell or give drugs or alcohol to any other employee or other person on the company premises.

Employees must inform HR Manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the company will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.)

  
**Mohamed Abdulbaki**  
Proprietor & Chairman

