



**PetroChina
Canada**

Policy

ALCOHOL AND DRUG POLICY

DOCUMENT NUMBER: PCC-CM-PI-00005

REVISION 2

Effective: November 1, 2022

TABLE OF CONTENTS

1. POLICY STATEMENT	3
2. SCOPE.....	3
3. POLICY CONTENT	3
A. Alcohol and Drug Work Rules	3
4. RESPONSIBILITIES	4
5. REFERENCES	7

1. POLICY STATEMENT

As a responsible employer, PetroChina Canada Ltd. (“**PetroChina Canada**” or the “**Company**”) has an interest in establishing programs to promote and enhance health and safety in the workplace. Alcohol and drug use limits the ability of employees to perform their jobs, including jeopardizing their safety, the safety of co-workers, Suppliers and the general public, PetroChina Canada assets or property, third party property and the environment and is therefore prohibited in the workplace. This Policy is directed at protecting the working environment, the health and safety of employees, co-workers, Suppliers, and the general public. PetroChina Canada employees are responsible for safety in the workplace.

No employee or Supplier shall report for work or perform any work responsibilities for or on behalf of PetroChina Canada while under the influence of alcohol or drugs (including, but not limited to, illegal drugs or prescription or non-prescription drugs where use of such drugs may impair performance). Disciplinary action, up to and including termination of employment or services, will be taken where PetroChina Canada determines a violation of this Policy and/or its related programs or practices have occurred.

2. SCOPE

This Policy and the Alcohol and Drug Standard applies to all PetroChina Canada employees and Suppliers while on Company greenfield worksites, operating properties or facilities and when in vehicles or equipment that is owned, leased or rented by the Company or in personal vehicles used for Company business, and otherwise while performing services for or on behalf of PetroChina Canada. PetroChina Canada Management/Supervisors are expected to enforce the requirements of the Policy for their employees and Suppliers.

3. POLICY CONTENT

A. ALCOHOL AND DRUG WORK RULES

1. Employees and Suppliers shall not:

a. while within the Policy Scope, consume or be in possession of:

- i. alcohol, illegal drugs or prescription or non-prescription medication other than those permitted by this Policy as described below in **Section 2**, or
- ii. any product or device that could be used to tamper with any sample for an alcohol or drug test

b. report to work or perform their duties:

- i. under the influence of alcohol or drugs, or
- ii. when using any drug, except when the use is permitted by this Policy as described below in **Section 2**

- c. **refuse to submit to an alcohol or drug test (for employees or Suppliers in safety-sensitive positions or performing safety-sensitive tasks)**
 - d. **tamper with a sample for an alcohol or drug test**
 - e. **while within the Policy Scope possess or offer for sale:**
 - i. alcohol, drugs (other than those expressly permitted under this Policy) or drug paraphernalia, or
 - ii. any product or device that could be used to tamper with any sample for an alcohol or drug test
2. **This Policy permits** the possession or use of prescription and non-prescription drugs under all of the following conditions:
 - a. where the use of the prescription or non-prescription drug does not adversely affect the employee or Supplier's ability to safely perform his or her duties,
 - b. where the employee or Supplier is using the prescription or non-prescription drug for its intended purpose and in the manner directed by a medical practitioner, pharmacist or the manufacturer of the drug,
 - c. in the case of a prescription drug, where the prescription drug consumed by or in the employee's or Supplier's possession has been prescribed by a licensed medical practitioner, and
 - d. where the worker has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug and the supervisor or manager has permitted same

4. RESPONSIBILITIES

Employees and Suppliers shall:

- read, understand and abide by this Policy and the Alcohol and Drug Standard as part of their obligation to perform work in a safe manner
- report fit for duty for all scheduled or unscheduled duty and remain fit for duty while on Company property or at a Company worksite or while otherwise on Company business
- if circumstances arise where an employee or Supplier is requested to perform unscheduled services and is under the influence of alcohol or drugs that could impact safe operations, it is the responsibility of the employee or Supplier to decline the request
- take responsibility to ensure their own safety and the safety of others
- use permitted prescription and non-prescription drugs responsibly, be aware of potential side effects and notify their supervisor or a manager of any potential unsafe side effects where applicable
- attend awareness programs as directed by PetroChina Canada

- seek counseling and accept the necessary treatment as prescribed for an alcohol or drug problem before the problem adversely affects job performance
- follow any recommended monitoring or follow-up program as part of rehabilitation from an alcohol or drug dependency
- notify their supervisor or a manager if they believe a co-worker or Supplier is not fit for duty on the job
- encourage their peers and co-workers to seek help where there is a breach of the Policy or if they have a problem with alcohol or drugs
- cooperate fully during investigations related to this Policy and the Alcohol and Drug Standard

Visitors shall not:

- while on Company property or at a Company worksite be in an impaired condition
- if there are any safety concerns, a visitor who appears to be under the influence of alcohol and/or drugs shall be subject to being immediately escorted and removed from the premises; in such circumstances PetroChina Canada will make all reasonable efforts to ensure that the visitor returns home safely (i.e., contact a family member or other individual to transport the individual home)

Supervisors and Managers must:

- be knowledgeable about this Policy and the Alcohol and Drug Standard
- ensure they understand and comply with this Policy and the Alcohol and Drug Standard as part of their responsibility to perform their work-related activities in an effective and safe manner
- be knowledgeable about the use of alcohol and drugs and be able to recognize behaviors, symptoms and other indicators associated with the use of alcohol and drugs
- attend training and awareness programs as directed by PetroChina Canada
- understand the company's performance management expectations and how the Alcohol and Drug Policy Model is integral to this
- take action to remove from the job any employee or Supplier that is believed to be impaired by alcohol or drugs and not fit for duty
- take action if they receive a report or information regarding suspected alcohol or drug use by employees or Suppliers
- Identify situations where an investigation is justified based on a combination of indicators which may include behaviors, odor and/or presence of drug paraphernalia. Where such situation is identified the supervisor or

manager will be responsible to consult with the Manager of HSSE or Director of HSSE regarding whether and how to initiate an investigation

- upon removing an employee or Supplier from the job, arrange to transport the employee or Supplier home (i.e., contact a family member or other individual to transport the individual home)

The Company shall:

- communicate this Policy and the Alcohol and Drug Standard to all employees and Suppliers
- take steps to ensure that employees and Suppliers understand the contents of this Policy and the Alcohol and Drug Standard and the company's performance management expectations as part of on-boarding orientations
- to the extent that PetroChina Canada deems appropriate, provide programs that emphasize awareness, education and training with respect to the use (and abuse) of alcohol and drugs
- provide supervisory training and awareness in dealing with the use of alcohol and drugs in the workplace
- take appropriate steps to investigate any possible violation of this Policy and the Alcohol and Drug Standard
- identify safety-sensitive positions within the Company
- facilitate alcohol and drug testing of employees or Suppliers working in safety-sensitive positions or performing safety-sensitive tasks following an incident, including but not limited to a motor vehicle or work equipment incident, or other potentially dangerous incident where involvement of drugs and alcohol as a contributing factor has not been ruled out in accordance with the Alcohol and Drug Standard
- facilitate alcohol and drug testing of employees or Suppliers working in safety-sensitive positions or performing safety-sensitive tasks, where there is reasonable cause to believe and employee is impaired by alcohol or drugs in accordance with the Alcohol and Drug Standard
- ensure an effective employee assistance program is available to PetroChina Canada employees
- in appropriate circumstances, refer employees who voluntarily seek assistance for a personal problem in obtaining an assessment, counseling, referral and treatment services
- where reasonable or as required by law, protect the confidentiality and privacy of an employee or Supplier in treatment for alcohol or drug dependency
- actively support and encourage treatment programs and re-employment opportunities where applicable
- monitor performance after an employee or Supplier returns to work from alcohol and/or drug treatment
- identify unsatisfactory or deteriorating levels of work performance of an employee or Supplier and take steps to initiate corrective action, where necessary

5. REFERENCES

PCC-HS-ST-00033 Alcohol and Drug Standard