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| Document title | Revision: 3 |
| | Date: 22/03/21 |
| OKOMU OIL PALM COMPANY PLC | |
| DRUG AND ALCOHOL POLICY | |
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1.0 Policy Statement

OOPC is committed to providing a safe and healthy drug, alcohol and substance free workplace that enables OOPC staff, contractors, sub-contractors and third party contractors (defined as stakeholders) to perform at their most productive levels. Consistent with that commitment, the company has developed this policy statement regarding drug and alcohol use, and the testing thereof, to minimise its effects in the workplace.

2.0 Objective

The policy is designed to maintain a work place free from drugs and alcohol. The drug and alcohol policy covers illegal or illicit drugs, alcohol and other controlled substances. These will be referred to as prohibited substances within OOPC's work environment. The goal is to establish and maintain a work environment that is free from all drugs, alcohol and/or other controlled substances.

3.0 Scope

This policy is applicable to all stakeholders doing business with OOPC, during business hours. Stakeholders shall be obliged to undergo random drug/alcohol tests at any time that OOPC requests them to do so. Testing, using the Drug and Alcohol Test Consent/Result Form (OOPC/Form 2.16), will be carried out as post accident measure or as part of OOPC commitment to ensure employees/stakeholders, are entitled to their health and safety protection at work. Refusal to undergo any test will lead to the immediate termination of employment or loss of contract by the stakeholder(s) concerned.

4.0 Legislation

Driving

0.00% is maintained for **ALL** driving activities within OOPC concessions during working hours. However as regards the Nigerian Highway Code section 2.6f, maximum permissible blood alcohol level for driving on the highway **ONLY** is 0.5gms per liter or 0.05% of Blood Alcohol Concentration (BAC)

5.0 Definitions

5.1 **Alcohol Dependence** is defined as: The habitual drinking of intoxicating liquor by a stakeholder, whereby the stakeholder's ability to perform his/her duties are impaired, and/or his/her attendance at work is negatively affected, and/or they endangers the safety of others.

5.2 **Drug Dependence** is defined as: The habitual taking of drugs by a stakeholder other than a drug prescribed as medication, resulting in a stakeholder's ability to perform his/her duties being impaired, and/or their attendance at work is negatively affected, and/or they endangers the safety of others.

6.0 Guidelines

- 0.00% of Blood Alcohol Concentration (BAC) should be maintained for **ALL** stakeholders working for or on behalf of OOPC within OOPC concessions during working hours to avoid cognitive impairment. Individuals who return a BAC reading of greater than 0.00% but less than 0.05%, will be deemed to be under the influence of alcohol and BAC reading of greater than 0.05% will be deemed to have a positive result.
- Any stakeholder, who violates this policy, may be subjected to one or all of the following measures:
 - Disciplinary action, including termination of employment or contract.
 - Violation by contractors or third party contractors will result in their removal from the workplace and their contract terminated.
 - In the absence of a contractor's written policy, OOPC will administer appropriate elements of this policy as deemed necessary.
 - This policy will be communicated to all stakeholders involved in any way with OOPC, as per OOPC Communication Procedure-GP 10.

7.0 Record of Approval

| Task | Name/signature | Job title | Date |
|-------------|------------------|-------------------|-------------|
| Approved by | Dr. Graham Hefer | Managing Director | 21 MAY 2021 |


 MANAGING DIRECTOR
 DR. G. HEFER