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1. 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. 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. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, less cautious and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in our Company's business. Ultimately, they threaten our competitiveness.

3. 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. Legislation

Driving

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

5. Definitions

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 endanger the safety of others.

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 endanger the safety of others.

Alcohol – a psychoactive substance that is the active ingredient in alcoholic beverages.

Drugs – a medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body

6. Policy Provision

6.1 Alcohol

- Employees may shall not consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where they may still be under the influence of alcohol and drugs effects which may carry over to the working hours.
- No employee shall be in possession of alcohol or illegal drugs in the workplace.
- No employee should report to work when unfit due to alcohol or drugs.
- No employee shall supply others with illegal drugs or alcohol in the workplace.
- Employees who are taking prescription drugs should ensure that they are aware of any side effects and advise their manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others.

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6.2 Legal Drugs

- “Legal Drug” includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.
- Any employee who is taking any legal drug which might impair safety, performance, or any motor functions must inform his/her supervisor before reporting to work under such medication.
- If the company determines that employee does not pose any safety or product quality risk, he/she will be permitted to work.

6.3 Illegal Drugs

- The use, purchase, sale, transfer, possession, being under the influence, or the presence in one’s system of a detectable amount of an illegal drug by any employee is prohibited where the employee is performing Company’s business, or where such activity away from the Company premises or business affects the employee’s suitability for continued employment or may harm the reputation of the Company and its employees. Such drugs are marijuana, amphetamines, cocaine, opiates, phencyclidine, barbiturates, benzodiazepines, methadone, propoxyphene etc.

7. Alcohol Screening

Alcohol testing/screening may be conducted when:

- Post-accident if use of alcohol is suspected.
- When there is reason to believe that an employee is under the influence of alcohol
- As part of periodic follow-up testing, if the employee is found to have breached these policies but has been permitted to remain employed.

8. 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.

9. Enforcement

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.

10. Record of Approval

Task	Name/signature	Job title	Date
Approved by	Dr. Graham Hefer	Managing Director	

