



MPRL E&P Pte Ltd.

Alcohol & Substance Abuse Policy and Procedures

23 February 2024

HSE Department

23 February 2024



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MPRL E&P Pte Ltd.

HSE DEPARTMENT

VERSION. 00

ABBREVIATION

ACCO	Assistant Chief Compliance Officer
BAC	Blood Alcohol Concentration
CAO	Chief Administrative Officer
CCO	Chief Compliance Officer
COO	Chief Operating Officer
CXM	Country Manager
DCE	Deputy Chief Executive Officer
DCM	Deputy Country Manager
FOM	Field Operations Manager
HR	Human Resource
HSE	Health, Safety and Environment
HSEM	HSE Manager
MYO	MPRL E&P Yangon Office
OIM	Offshore Installation Manager
PMP	Performance Management Program
SHSEO	Senior HSE Officer
TXM	Technical Manager

1 POLICY AND DEFINITIONS

1.1 ALCOHOL & SUBSTANCE ABUSE POLICY

DOCUMENT NO:	MPRL E&P/HSE/003/2024/00
DOCUMENT NAME:	ALCOHOL & SUBSTANCE ABUSE POLICY AND PROCEDURE
AUTHOR:	SHSEO
DATE:	23 February 2024
APPROVED BY:	EXECUTIVE MANAGEMENT

1.1.1 OBJECTIVE

MPRL E&P is committed to providing a safe, healthy, and drug- and alcohol-free work environment for all its employees, contractors, visitors, and partners.

MPRL E&P maintains a strict policy on the use and consumption of drugs and alcohol to any person traveling to, working or visiting onshore and offshore workplaces.

This policy includes the following:

- Zero Tolerance to drug or alcohol use in the MPRL E&P premises.
- Emphasis on the organization's commitment to maintaining a drug and alcohol-free workplace.
- Compliance with all applicable Myanmar Legislation associated with Drug and Alcohol rules and regulations.

1.1.2 APPLICABILITY

This policy is applicable to all directors, officers, employees, advisors, consultants, contractors, subcontractors, suppliers, vendors, service providers, agents, joint venture partners, investors and other representatives of MPRL E&P, its subsidiaries and/or assets operated and/or managed by MPRL E&P and/or its subsidiary.

Breach of the MPRL E&P Alcohol & Substance Abuse Policy by an employee, director, officer, advisor, consultant, contractor, subcontractor, supplier, vendor, service provider, agent or other representative of MPRL E&P, its subsidiaries and/or any assets operated and/or managed by MPRL E&P and/or its subsidiary, may result in disciplinary action, including dismissal and/or termination, and be subject to other actions according to the applicable laws. MPRL E&P

reserves the right to amend or update this policy as required from time to time.

1.1.3 COMMITMENT

MPRL E&P commits to adhere to the following principles throughout our operations and business activities:

- Employees who are in an impaired condition reduce their ability to perform their jobs safely, thereby endangering not only themselves but also others. They may cause equipment and property damage or expose MPRL E&P to potential liability. If found under the influence, they will not be allowed to work or remain in the Workplace.
- Alcohol & Substance Abuse Policy applies to all staff, visitors, clients, and contractors, partners who are required to comply with it while conducting Company business activities. The Company also reserves the right to conduct tests during investigation processes related to industrial accidents/incidents when there is suspicion that alcohol & substance abuse may have played a role.
- The use, possession, sale, or purchase of any illegal drug on Company premises is strictly prohibited.
- If an employee or contractor related to MPRL E&P's business is suspected of being under the influence during the execution of work activities and/or while on Company premises, the Company can request that a drug/alcohol test (Reasonable Cause Testing) be carried out.
- In line with the Company's efforts to promote health, safety, and security at work, employees are encouraged to contact the Site Doctor in case of need to discuss the option of external counselling or treatment for alcohol or substance abuse. Company will ensure support and complete confidentiality for any employee who undergoes counselling or treatment.
- MPRL E&P will provide information, instruction, training, education, support, resources and, supervision to enable employees to perform their job duties safely and effectively with respect to implementation of this policy.

1.1.4 ACCOUNTABILITY

Responsibilities for Screen and Test performance, associated with alcohol and drug use, are visible throughout the organization, with clarity for the HSE Department.

MPRL E&P Executive Management is accountable for the implementation of this policy.

Implementation is achieved by adherence to our management systems by all personnel related to MPRL E&P businesses, not only our employees but also third-party personnel as well as through reinforcement of all Heads of Departments (HoDs) where appropriate.

1.1.5 REVIEW, MONITORING AND REPORTING

With the consultation and participation of employees or employee's representatives, this policy shall be reviewed every two (2) years to ensure that it is aligned with changes in our business and operational conditions, new technology, government policies and legislation. Alcohol & Substance Abuse Policy and Procedures will be explained in brief by HSE Department at new staff orientation sessions, and HSE induction sessions for contractors, visitors & partners.

1.2 DEFINITIONS

To assist in interpretation, the following definitions apply:

1.2.1 ALCOHOL

The intoxicating constituent in a beverage (e.g., beer, wine and spirits).

1.2.2 SUBSTANCE ABUSE

Refers to the harmful or hazardous use and abuse of psychoactive substances, including alcohol and illicit drugs or prescription medication.

1.2.3 DRUGS

Refers to all legal and illegal substances such as pharmaceutical and psychoactive substances or synthetic drugs.

1.2.4 FIT FOR WORK

A state (physically, mentally and emotionally) to perform assigned tasks competently and in a manner which does not compromise or threaten the health, wellbeing and safety of themselves or others in the workplace.

1.2.5 HIGH POTENTIAL INCIDENT (HIPO)

HIPO Incidents are incidents for which the combination of potential consequences and probability are assessed to be in the high risk (red shaded) area of the consequence severity matrix. HIPO's can be incidents that could result in injuries, illnesses or physical and business loss, the environment or company reputation. They can be identified through either near miss occurrence, as potential incidents or from

analysis of an incident or loss which resulted in a lower severity being actualized.

1.2.6 NEGATIVE (DRUG TEST RESULT)

The result from the urine dipstick test of a sample that indicates no presence of a substance being tested.

1.2.7 NON-NEGATIVE (DRUG TEST RESULT)

The result from the urine dipstick test of a sample that may indicate the presence of a substance being tested.

1.2.8 POSITIVE (DRUG TEST RESULT)

The result from the urine dipstick test that confirms the presence of a substance being tested.

1.2.9 PRESCRIPTION DRUGS

Drugs which can only be obtained if a written instruction (prescription) has been provided by a doctor or other medically registered practitioner.

1.2.10 RISK

The likelihood that actual harm may occur to people, property or the environment because of exposure to a hazard.

1.2.11 RANDOM TESTING

Unannounced drugs and alcohol testing will take place across the business which includes a random selection of all personnel on the site.

1.2.12 REASONABLE SUSPICION TESTING

Testing undertaken following a report of reasonable suspicion.

1.2.13 REASONABLE SUSPICION

An objectively justifiable suspicion based on specific facts or circumstances that justifies a request for testing at the time. The facts or circumstances are not necessarily medically based and are consistent with the published potential effects of being under the influence of drugs and/or alcohol, e.g slurred speech, lack of balance, etc.

1.2.14 POST SERIOUS ACCIDENT/INCIDENT

It is defined as any accident or incident that occurs in the course of work which results in personal injury, vehicle damage, property damage

and/or any incident that has the potential for significant risk of harm or injury to persons or equipment.

1.2.15 UNDER THE INFLUENCE

An Employee who, due to the use of alcohol or drugs, is not acting in their full conscious state of mind and is unfit to perform their duties safely and productively. This includes impaired performance related to coming down from a drug, i.e. withdrawal, or experiencing the effects of a hangover, e.g alcohol poisoning.

1.2.16 VISITOR

Any person who attends any Workplace of MPRL E&P who is not an employee, contractor and investor/JV partner.

1.2.17 WORKPLACE

A place where work is carried out for a business or undertaking related to MPRL E&P's businesses.

2 ALCOHOL & SUBSTANCE ABUSE PROCEDURES

2.1 PURPOSE

MPRL E&P aims to maintain a Workplace that is not only safe, healthy, and secure but also free from alcohol and substance abuse. This ensures an efficient and conducive working environment for all personnel related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors.

2.2 SCOPE

These procedures apply to all personnel related to MPRL E&P's businesses, including but not limited to all employees, local and expatriate personnel, as well as those on permanent, probationary, intern, and casual employment terms, contractors, investors, JV partners and visitors who carry out work related to MPRL E&P's businesses.

These procedures are applicable as detailed processes to support implementation of the MPRL E&P Alcohol & Substance Abuse Policy.

2.3 GENERAL PROCEDURES

MPRL E&P may require all personnel related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors to undergo an Alcohol & Substance Abuse test in the following circumstances.

When Alcohol & Substance Abuse testing is required, it should be done at the earliest opportunity and without delay.

1. All information related to testing will be treated confidentially as per normal protocols for personal information and may only be accessed by persons with authorized access for a legitimate purpose.
2. The first step is to advise the person that they are required to undergo a test and that they may consult a support person at this time, but the testing, if delayed by them may result in disciplinary action being taken.
3. Complete the Personal Details for Alcohol & Substance Abuse Test form. ([Appendix C](#)).
4. Any personnel related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors who use certain medication for existing medical or health conditions must inform or declare to his / her HoD and HSE department together with acceptable evidence of medical records before the test is performed to prevent false positive and negative test results.
5. Consultation with the personnel, for which testing is required, applies to the following procedures:
 - Reasonable Suspicion Testing
 - Post Serious Accident/Incident Testing
 - Random Testing

Refusal will require an explanation and may result in disciplinary action, up to and including removal from Workplace and/ or termination of the employment/contract and dismissal.

6. Notify HSEM or delegated HSE personnel, who will contact the Site Doctor, to carry out the MPRL E&P approved Alcohol & Substance Abuse testing.
7. Arrange for the person to be accompanied at all times to ensure the affected individual is safeguarded and also to prevent nefarious actions that could compromise the test results. The accompanying individual may be required to confirm the identity of the person if the individual is non compos mentis.. (If possible, the Alcohol test should be conducted within one (1) hour and the Drug test should be within two to three (2-3) hours of the incident or notification).
8. At MPRL E&P's sole discretion, when a non-negative test has resulted, the person, whom was tested will be removed from MPRL E&P's Workplace until the accurate or satisfactory test results are available. MPRL E&P will provide travel assistance to their employee if required to ensure that the person gets home safely.
9. Discuss the test results with the affected individual, and explain the actions that needs to be taken.
10. If the result is positive for Alcohol & Substance Abuse, or the integrity of the specimen has been compromised by the individual being tested, it may

result in disciplinary action being taken, including dismissal according to the terms of the Employment Contract and workplace rules and regulations.

11. If the test is conducted after a determination of reasonable cause and the result is negative, conduct a review to establish why testing was deemed necessary.

2.3.1 REASONABLE SUSPICION TESTING

Any personnel related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors may be tested for the presence of Alcohol & Substance Abuse if their actions, appearance, behaviour or conduct suggest that drugs or alcohol may be impacting their work and/or the safety of others.

Examples of the types of behaviours, actions or conduct that may lead to a test for reasonable cause include, but are not limited to:

- Odor of Alcohol and/or Substance Abuse.
- Excessive lateness/ poor punctuality
- Increased health problems or complaints about health
- Emotional signs – outbursts, anger, aggression
- Changes in personality
- Disheveled appearance or obvious lack or deterioration in personal hygiene or grooming
- Changes in alertness – difficulty with attention span, less energy
- Involvement in various minor incidents and/or accidents
- Regularly leaving work early
- Defensive when confronted about unusual behavior
- Dizziness, loss of balance, staggering, poor deportment
- Slurred speech
- Hangovers
- Violent behavior
- Bloodshot eyes
- Impaired or reduced short term memory
- Reduced ability to perform tasks requiring concentration and/or co-ordination
- Intense anxiety or panic attacks
- Impairments in learning and memory, perception and judgement
- Irritability

- Depression

The persons related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors must be given the opportunity to explain their behaviour before any disciplinary procedures begin. The employees / direct manager / OIM / FOM / supervisor, HSEM and Senior HR manager must agree and document that there are reasonable grounds for testing before testing proceeds. Confidentiality regarding the reason for testing must be maintained.

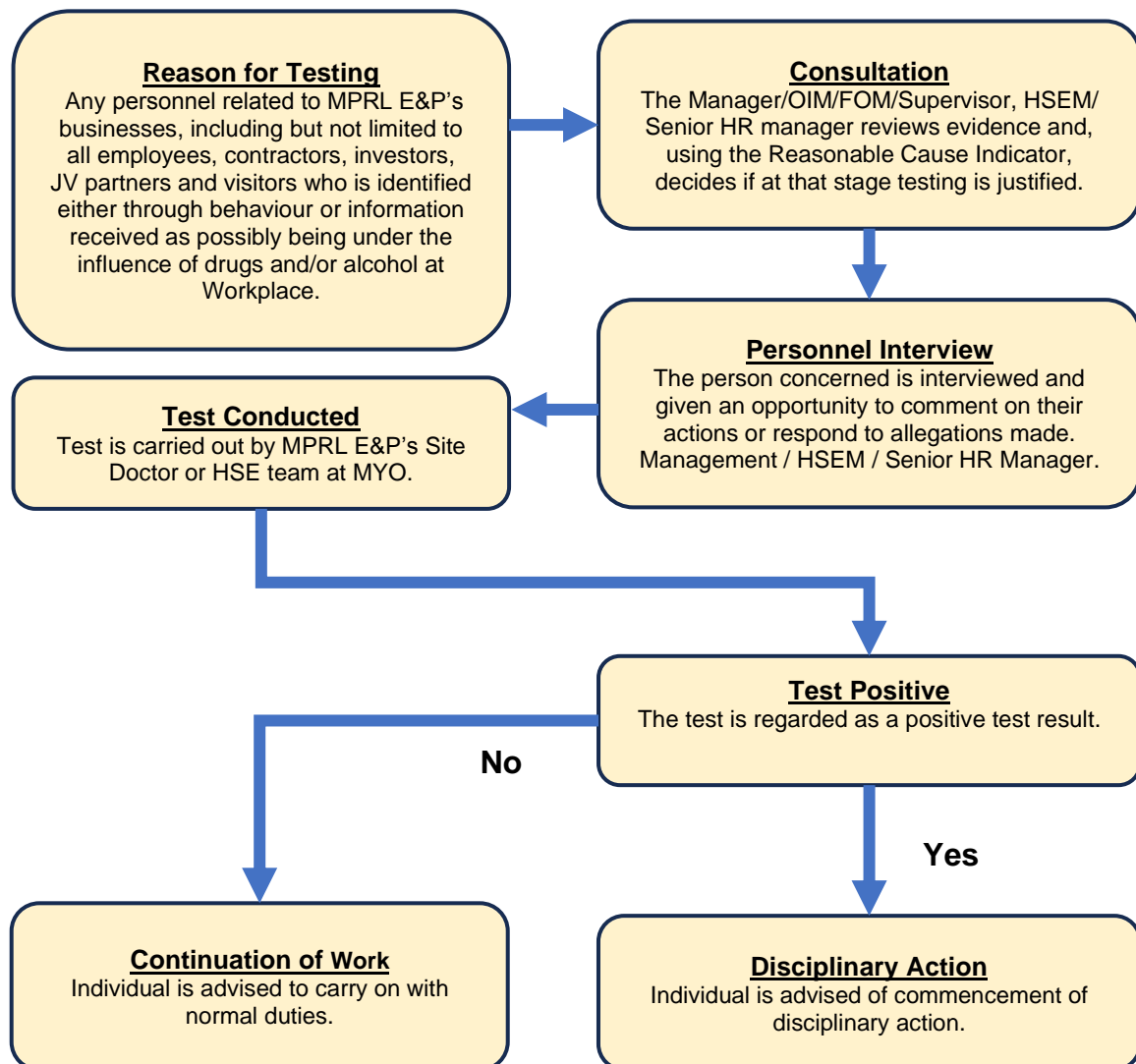


Figure 1, Reasonable Suspicion Testing Flowchart

2.3.2 POST-INCIDENT TESTING

All personnel related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors may be tested for the presence of Alcohol & Substance Abuse when an accident, incident, or near miss occurs that results in:

- A lost time accident
- An injury requiring treatment by a medical professional
- Damage to plant or equipment including MPRL E&P transportation vehicles
- A near miss that had the potential in slightly different circumstances to have caused significant harm or loss (HIPO).

The person's direct Manager/ OIM/ FOM/ Supervisor and HSEM or Senior HR manager must agree that Alcohol & Substance Abuse are a possible contributor to the event and that it is appropriate to instigate post incident testing.

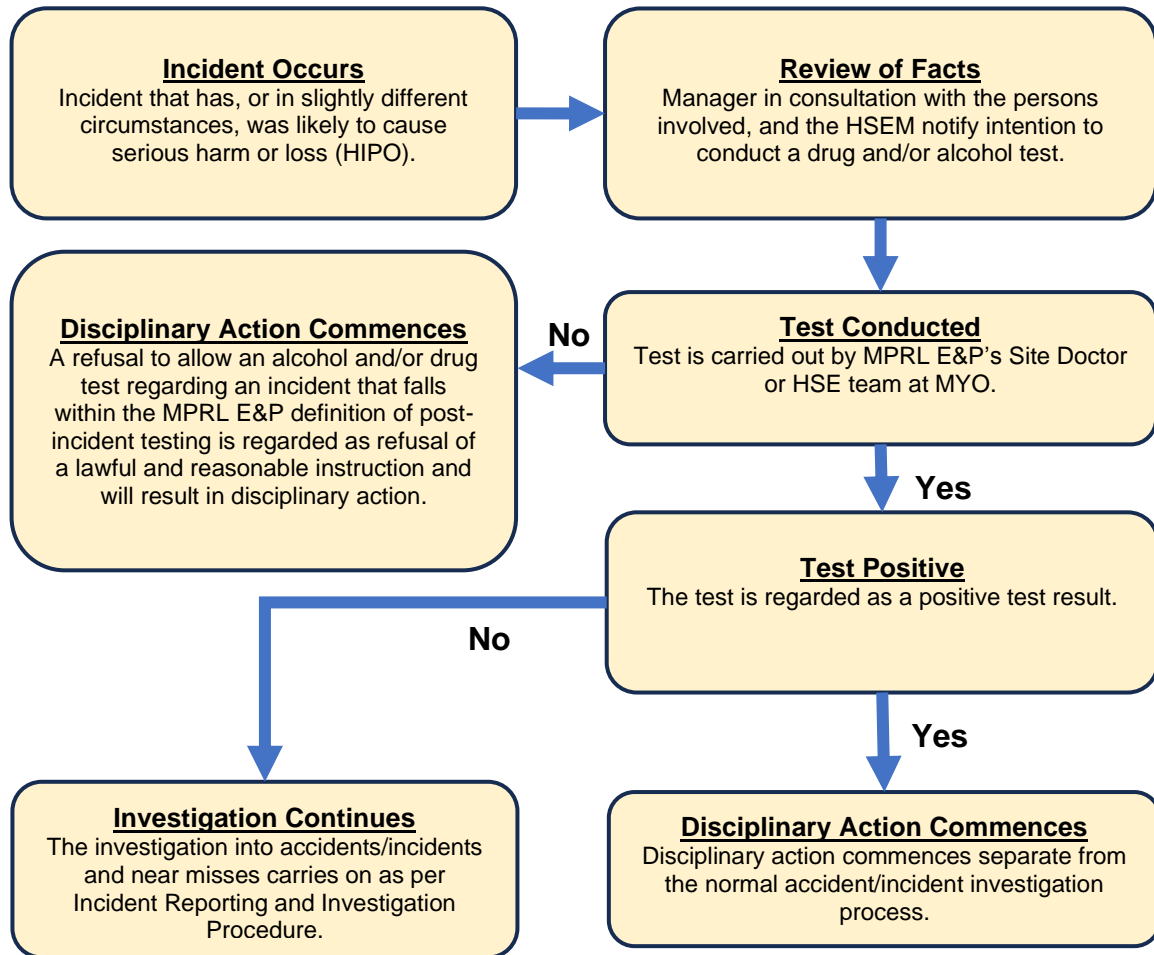


Figure 2, Post Incident Testing Flowchart

2.3.3 RANDOM TESTING

Random testing for all personnel related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors may be conducted at any time.

Random testing will be conducted in an appropriate area which contains adequate facilities for testing. The testing will be done privately.

Site Doctor or HSE team will provide advice on and assist with the random testing process.

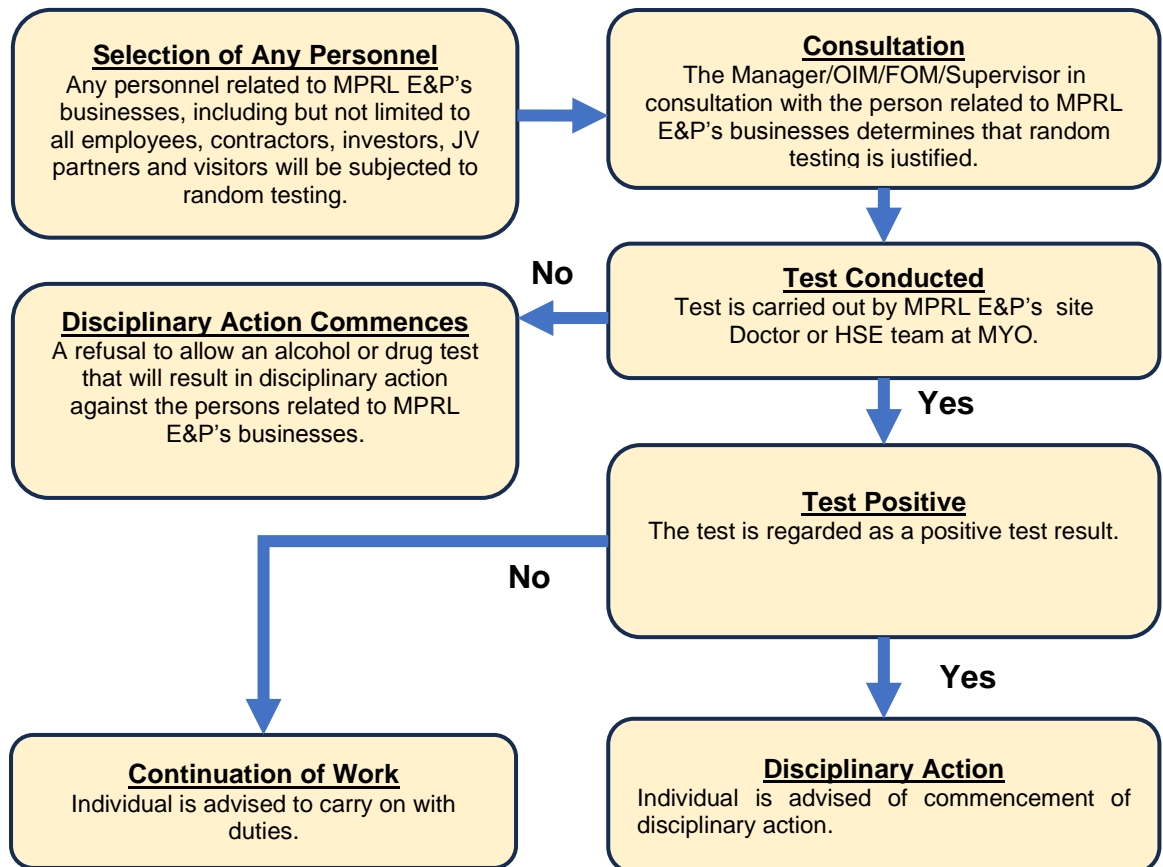


Figure 3, Random Testing Flowchart

2.3.4 DRUG (SUBSTANCE ABUSE) TESTING

All aspects of the testing procedure for drugs will be carried out as far as reasonably practicable in a confidential and private manner. The drug testing, using a urine dipstick method approved by the company, will be performed by a trained Site Doctor at MPRL E&P's MFO facility and by HSE personnel at MYO. This method ensures a professional and accurate measurement.

2.3.5 ALCOHOL TESTING

All aspects of the testing procedure will be carried out as far as reasonably practicable in a confidential and private manner by an internal accredited testing operative, in the presence of a witness.

HSE personnel or Site Doctor will conduct the alcohol screening test by using an MPRL E&P approved-certified alcohol tester or Breathalyzer device for accurate alcohol BAC (Blood Alcohol Concentration) levels reading.

2.3.6 REASONABLE SUSPICION SEARCHES AND INSPECTIONS

MPRL E&P reserves the right to conduct searches and inspection when the site has reasonably suspected that all personnel related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors may be in violation of this policy. The MPRL E&P reserves the right to search and/or inspect such person's personal effects, lockers, lunch boxes, purses, baggage, and the like, that are located on District premises, including private vehicles if parked on MPRL E&P premises, workplaces, or if utilized in MPRL E&P business. In addition, MPRL E&P reserves the right to conduct searches at its workplaces prior to entry.

2.3.7 REPORTING PROCEDURE

If an employee believes a co-worker is abusing Alcohol & Substance Abuse or is under the influence of alcohol and/or drug in the workplace, they should report this as soon as possible to their manager or supervisor or respective responsible personnel. If abuse of drugs/alcohol is alleged against an employee, visitor, client, and contractor, partner in the workplace the allegation will be treated as confidential.

2.3.8 BREACH OF POLICY

If, after a full and fair investigation, the employer concludes that this Alcohol & Substance Abuse policy has been breached, the employer may impose whatever disciplinary action, having regard for all the circumstances, is considered appropriate, including removal from site and/ or termination of the employment/contract and dismissal.

2.3.9 CONFIDENTIALITY

All records related to positive test results and any legitimate medical justifications provided to the Site Doctor and HR department will be handled with each individual record kept strictly confidential.

2.3.10 PRESCRIPTION OR "OVER THE COUNTER" LEGAL MEDICATION AND SUBSTANCES

Some prescription medications and natural remedies may also adversely affect the person's ability to conduct the work duties in a safe manner.

When considering the use of legal medications and substances please consult with all personnel related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors medical provider and communicate with supervisor in order to ensure that Health and Safety standards are not compromised.

2.3.11 EXEMPTIONS FOR ALCOHOL CONSUMPTION

This policy shall not apply to official events at MPRL E&P sites where alcohol will be served, such as special occasion celebrations or ceremonies, subject to Senior Executive Management approval. Other special exemptions may also be granted by Senior Executive Management, at their sole discretion, as needed to accommodate company needs.

3 ROLES AND RESPONSIBILITIES

3.1 EMPLOYEES

All employees have the responsibility to:

- Arrive at the workplace unimpaired by alcohol and not under the influence of drugs , and carry out the normal work activities without exposing themselves or others to health and safety risks.
- Immediately report any concerns to their supervisor if they believe an employee is under the influence of drugs or is impaired due to consumption of alcohol. This information will be managed confidentially.
- Participate in Alcohol & Substance Abuse testing as and when required, ensuring punctuality and cooperation with the testing process.
- Participate in any education or training programs provided by the company regarding Alcohol & Substance Abuse awareness.
- Comply with any drug and alcohol testing as required by the organization in line with this Alcohol & Substance Abuse Policy and the related Alcohol & Substance Abuse Procedures document.

3.2 SUPERVISORS

All supervisors have the additional responsibility to:

- Ensure all employees and contractors under their supervision are aware of the terms of this Policy.
- Ensure appropriate action is taken in the event of an issue arising.
- Provide and maintain a safe working environment that is without risks to the health and safety of employees, as far as reasonably practicable.
- Manage any change in an employee's work performance that may be due to alcohol and substance abuse use issues.
- Instruct an employee to stop their work immediately and, if necessary, remove them from the workplace where it is suspected an employee is impaired due to alcohol and substance abuse, and there is a perceived risk

to the individual or others. Where this situation arises request a drug/alcohol test immediately via the HSE personnel, FOM/OIM/ Senior HR Manager.

3.3 MANAGERS/OIM/FOM

- Managers/OIM/FOM are responsible for proactively managing the work performance and conduct of their employees and are required to take appropriate action if unacceptable work performance or conduct issues arise, which may include directing an employee to cease work if there is a reasonable concern for their immediate or imminent health or safety, and/or the health and safety of other persons.
- Where a manager has a concern about an employee's conduct or performance, they should provide the employee with an opportunity to discuss the concerns in a supportive environment.
- In all instances where an employee's performance, conduct or behavior suggests that the employee is affected by alcohol and substance abuse in the workplace, the manager is to inform human resources/HSE team providing details about the situation/incident and what action has been taken to support the employee.

3.4 SITE DOCTOR/MEDIC

- Performing drug testing, including the administration of urine dipstick tests, in accordance with the company's approved methods and standards.
- Performing alcohol tests by using certified alcohol testers or Breathalyzer devices.
- Handling all aspects of the testing procedures with confidentiality and privacy, rigorous control of samples, including avoiding sample contamination and safeguarding the sensitive information related to employees' drug and alcohol testing.
- Maintaining accurate and up-to-date records of all drug and alcohol testing activities, including results and relevant documentation.
- Communicating test results promptly and professionally to appropriate personnel, maintaining confidentiality and adhering to company policies.

3.5 SITE HSE OFFICERS /HSE MANAGERS

- Ensure alcohol and substance abuse is listed as an item in the Corporate Induction Checklist.
- Lead or participate in investigations of incidents related to Alcohol & Substance Abuse, providing expertise in determining root causes and preventive measures.

- Manage any notification/advice from employees regarding alcohol/drug dependency in accordance with the Procedures.
- Manage any breaches of the Alcohol & Substance Abuse Policy and Procedures.
- Ensure testing results are managed confidentially.
- Design and implement training programs on Alcohol & Substance Abuse awareness, policies, and procedures for all employees, supervisors, and managers.
- Provide specialized training for supervisors and managers on identifying signs of substance abuse, handling sensitive situations, and enforcing policies.
- Implement a continuous improvement process for Alcohol & Substance Abuse Policy and Procedures, regularly reviewing and updating Policies and Procedures.

4 CONSULTATION, AWARENESS AND TRAINING

4.1 CONSULTATION

MPRL E&P ensures the implementation and continual improvement of this Alcohol & Substance Abuse Procedures occurs in consultation with all relevant stakeholders related to MPRL E&P's businesses, including but not limited to all employees, contractors, investors, JV partners and visitors regardless of the corporate hierarchy, partners, contractors, and/or suppliers and HSE representatives.

4.2 AWARENESS AND TRAINING

MPRL E&P recognises that it is important to develop a workplace culture through awareness and training where employees are prepared to encourage each other to be safe and fit for work.

Employees will be required to complete Alcohol & Substance Abuse awareness training as part of MPRL E&P safety induction process with refresher course thereafter. In addition, a range of information on Alcohol & Substance Abuse consumption will be made available to employees including the different types of drugs and the risks they pose to peoples' health.

Alcohol and Substance Abuse awareness and training for employees will cover, but not be limited to, the points below:

- a. The importance of being fit for work;
- b. The effects of the consumption of drugs and/or alcohol on health, safety and performance in the workplace;
- c. What constitutes unacceptable drug or alcohol consumption;
- d. How to recognize employees who may not be fit for work due to the consumption of drugs and/or alcohol;
- e. Basic knowledge and understanding of the different types of drugs and their effects;
- f. Ways of dealing with the consumption of alcohol and other drugs and assisting employees who are consuming drugs and alcohol to avoid developing further problems;
- g. MPRL E&P's Alcohol & Substance Abuse Policy and Procedures.



APPENDIX A. EMPLOYEE ACKNOWLEDGEMENT

EMPLOYEE ACKNOWLEDGEMENT FORM

ALCOHOL & SUBSTANCE ABUSE POLICY AND PROCEDURE

I, as an employee of MPRL E&P, acknowledge that I have read (or have had explained to me), and understand the above-mentioned MPRL E&P Alcohol & Substance Abuse Policy / Procedure and agree to abide by it. I also understand that at any time if I am unsure of my responsibilities, I must contact my Supervisor/Manager for clarification.

Name : _____

Designation : _____

Department : _____

Date : _____

Endorsed by :

Offshore Installation Manager/ Field Operations Manager/ Managers

APPENDIX B. REASONABLE SUSPICION INDICATOR

CHECKLIST OF POTENTIAL SIGNS OF SUBSTANCE MISUSE OR ABUSE

This form must be used to establish if a reasonable suspicion test is justified. If a person regularly exhibits the following signs and/or behaves in the following manner, Managers/OIM/FOM might consider substance misuse or abuse as a possible cause. These may occur singularly or in combination and should be considered alongside the facts and circumstances of each particular specific case.

PHYSICAL OR BEHAVIORAL SIGNS

Intense anxiety or panic attacks

- Hangovers
- Bloodshot eyes health
- Irritability.
- Defensive when confronted about unusual behavior
- An indication of drugs by a drug detection dog or other detection technology
- Odor of alcohol and/or drugs
- Depression
- Going to the bathroom more than normal
- Violent behavior
- Change in appearance – clothing, hair, personal hygiene

UNSAFE BEHAVIOR

- Emotional signs outburst, anger, aggression
- Slurred speech
- Change in alertness – difficulty with attention span, less energy
- Dizziness, loss of balance, staggering, poor deportment
- Impairment in learning and memory, perception and judgement
- Change in personality
- Involved in various minor incidents and/or accidents
- Impaired motor skills
- Impaired or reduced short term memory. Unacceptable

PERFORMANCE

- Reduced ability to perform tasks requiring concentration and co-ordination.
- Excessive lateness / poor punctuality or regularly leaving work early



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Name : _____

Designation : _____

Supervisor or Approved Person Name: _____

Department : _____

Date(s) : _____

APPENDIX C. PERSONAL DETAILS

Manager / OIM / FOM	
Name of person to be tested	
The person to be tested is a:	<input type="checkbox"/> MPRL E&P Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Investor <input type="checkbox"/> JV partner
Reason for Requesting an Alcohol or Substance Abuse Test	<input type="checkbox"/> Post Incident Test <input type="checkbox"/> Reasonable Cause Test <input type="checkbox"/> Random Test
Date & Time of incident (if applicable)	
Please Describe incident or behaviour (if applicable)	
Witness	
Questions to ask the Person 1. Are you under the influence of Alcohol or Drugs 2. What have you taken? 3. When did this happen? 4. Are you taking Prescription Drugs?	Yes <input type="checkbox"/> / No <input type="checkbox"/> Yes <input type="checkbox"/> / No <input type="checkbox"/> - please provide proof of prescription/medication.
Drug Test Required	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Alcohol Test Required	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Date & Time of request for alcohol or drug test	
This form is to be permanently filed in the Personnel File or a designated confidential folder at its respective location.	