

| IKM-HMS-RU-06E Alcohol and Drugs Policy | | | Side 1 av 2 |
|---|----------------------------|--------------------|--------------------------|
| Dok. nr/Id | 003844 | Opprettet dato | 2010.08.10 |
| Rev. dato | 2022.10.20 | Rev. nr | 004 |
| Revidert av | Hoel Asle Marius (Gruppen) | Eier/Rolle | IKM Gruppen - HMSK Leder |
| Godkjent av | Løvås Svein (Gruppen) | Fellesdokument for | IKM Gruppen |



1 Purpose

IKM considers substance abuse to be a danger to employees' health, safety and working environment, as well as products and services IKM provides. The purpose of the alcohol and drug policy is to prevent the negative effect of alcohol and drugs and prevent alcohol and drug abuse at IKM's locations, among IKM's employees and everyone who works for IKM.

2 Scope

This alcohol and drugs policy apply to all who works at IKM or a company belonging to IKM. The alcohol and drug policy apply to all locations IKM has activities.

3 Responsibility

The Managing Director is responsible for making this alcohol and drugs policy known within the company and that all employees accepts the terms of this policy by signing the staff rules. The Managing Director, or person appointed by the Managing director, is responsible for speaking to employees who shows behavior that gives reason for suspicion or concern.

4 Definitions

- 4.1 Intoxicants** Intoxicants are understood as stimulants that can affect the individual's alertness or judgment. This includes, but is not limited to:
- a) Alcohol
 - b) Drugs
 - c) Doping agents
 - d) Other illegal stimulants
- 4.2 Substance abuse**
- a) Attending work under the influence of intoxicants
 - b) To use intoxicants during working hours
 - c) Abuse of medication
- 4.3 Drug testing** Analysis in biological material that are performed to detect a possible intake of intoxicants.

5 Prohibition of intoxicants and substance abuse

IKM prohibits substance abuse and storage of intoxicants

1. The workplace must be free of intoxicants. No one should be in possession of intoxicants during working hours.
2. Substance abuse is not permitted during working hours. It is unacceptable to meet at work under the influence of drugs. This also applies to hangovers and the smell of alcohol.
3. The company does not accept that employees use, sell or otherwise distribute illegal intoxicants during or outside working hours. This also applies to trips abroad.
4. No one should use intoxicants in their free time, so that it has a negative effect on the work situation, for example in the form of:
 - a) absence,
 - b) that the work is not carried out satisfactorily,
 - c) that the requirement for safety and quality is not met,
 - d) that the company's reputation is damaged.
 - e) that abuse affects the ability to work in accordance with the health requirements for the offshore health certificate. Use of illegal drugs will always disqualify you from a health declaration.

| IKM-HMS-RU-06E Alcohol and Drugs Policy | | | Side 2 av 2 |
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5. Violation of the company's alcohol and drug policy may result in termination or dismissal. This will be assessed in relation to the degree of the violation.

5.1 Exceptions

1. Storage and use of prescribed medications.
 - The use of medication or other substances that may impair judgment or performance must be clarified with the immediate supervisor.
2. Storage of alcoholic gifts or prizes is accepted.
3. In other cases, you can apply to the human resources manager.

6 Control measures

In case of reasonable suspicion, personnel may be required to be drug tested.

If a work operation, position or role is defined as particularly risky, the employer may, without notice, carry out drug testing, inspection of vehicles and premises in connection with the workplace, to ensure that drugs are not stored or used in connection with the work.

When working for customer who require such, the employee must have carried out a medical drug check before starting work for this customer.

IKM shall have the right, but not be obliged, to be able to carry out inspections of suppliers' alcohol and drug programs without being notified in order to be able to verify compliance between this and practical execution, as well as compliance with IKM's alcohol and drug policy.

7 Use, possession and suspicion

1. Reasonable suspicion or discovery of possession, sale or use of drugs during working hours will lead to immediate exclusion from the workplace.
2. All employees have a co-responsibility for notifying the responsible manager of breaches of IKM's alcohol and drug policy.

8 Return to work

It will only be possible to return to the workplace after an agreement on rehabilitation has been entered, or something else that is considered relevant. The company can offer AKAN follow-up through the company health service as part of the return.

9 References

[IKM-FP-18 Varsle kritikkverdige forhold](#)

[IKM-FP-25 Mistanke om rus](#)

[IKM-HMS-P-14 Prosedyre for håndtering av konflikt og kritikkverdige forhold](#)

[IKM-HMS-P-24 Brudd på Helse miljø og sikkerhetsbestemmelsene.](#)

[003 - Norwegian Oil and Gas Recommended Guideline for chek-in and security check](#)

[Forskrift om helsekrav for personer i arbeid på innretninger i petroleumsvirksomheten til havs](#)