



308 – DRUGS AND ALCOHOL

In this policy, the term “employee” is used to refer collectively to all employees of Sinopec Canada and its Canadian affiliates (Sinopec Canada Energy Ltd., Sinopec Daylight Energy Ltd. and SinoCanada Petroleum Corporation) (“Sinopec Canada” or the “Company”) and all contactors/consultants engaged by Sinopec Canada to act on its behalf. Excluded are contractors who are employees of a third party that has an equivalent policy on drugs and alcohol.

PURPOSE AND SCOPE

The inappropriate use of drugs and alcohol can have serious adverse effects on health, safety and job performance. To provide a safe workplace for all employees, this policy addresses Sinopec Canada’s work rules concerning alcohol and drugs, Sinopec Canada’s accommodation of employees who have an alcohol or drug dependency, and the consequences for violation of this policy.

DEFINITIONS

Alcohol – Any substance that may be consumed and that has an alcoholic content in excess of 0.5 percent by volume.

Drugs – Includes any drug, substance, chemical or agent the use or possession of which is unlawful in Canada or requires a personal prescription from a licensed treating physician, any non-prescription medication lawfully sold in Canada and drug paraphernalia.

POLICY

Every person has the right to a safe and reliable workplace. Sinopec Canada is committed to ensuring at Sinopec Canada worksites no employees create a risk to themselves, others or Company assets through the use of alcohol and drugs.

It is Sinopec Canada’s policy that an employee shall not:

- While on Company property or at a Company worksite, use, possess or offer for sale alcohol, drugs or any product or device that could be used to tamper with any sample for an alcohol or drug test. (The only exception to this is when alcoholic beverages are served at a Company-sponsored event on Company premises.)
- Report to work or work with an alcohol level or drug concentration equal to or in excess of the legal limits or while unfit for work due to the use of a prescription or non-prescription drug.
- Refuse to comply with a Company request that the employee:
 - Confirm compliance with this policy, or
 - Comply with a request to submit to an alcohol or drug test, or



- Provide a sample for an alcohol or drug test.
- Alter or interfere with a sample for an alcohol or drug test.

Supervisors who have reasonable grounds to believe an employee may not be in compliance with this policy shall:

- Request that the employee confirm whether he or she is in compliance after first providing to employee the reason for the request, or;
- Obtain assistance from Health, Safety & Environment to confirm the employee's compliance with this policy.

Testing

The Company may request that an employee submit to alcohol and drug testing:

- Where there are reasonable grounds to believe that the employee is or may be unable to work in a safe manner because of the use of alcohol or drugs, or
- Where there are reasonable grounds to believe that an employee was involved in an accident or near miss and there is objective evidence leading to the belief that the use of alcohol or drugs may have been a contributing factor.

The Company shall provide to the employee the reason for the request.

An employee who has tested positive and is returning to work after an assessment by a substance abuse expert must successfully pass a drug and/or alcohol test before returning to duty.

When testing occurs, Sinopec Canada shall adhere to the alcohol and drug testing procedures endorsed by the Canadian Association of Petroleum Producers.

Company Functions

At Company functions or business events where alcoholic beverages are available, employees are responsible for ensuring their consumption is limited and their conduct is appropriate to Sinopec Canada's good reputation and the safety of themselves and the public.

Assistance to Employees

Sinopec Canada will make genuine efforts to accommodate an employee who suffers from drug or alcohol dependency. Accommodation will include referral to a substance abuse expert for assessment and the requirement that the employee adhere to any recommended rehabilitation program.



Employees who believe they may require the help provided by substance abuse experts are encouraged to voluntarily request that help through Sinopec Canada's confidential Employee Assistance Program.

Policy Violations

Any employee who violates Sinopec Canada's prohibition against drugs and alcohol may be subject to discipline up to and including termination for cause. Determination of disciplinary measures will take into consideration the nature and seriousness of the violation, any prior violations and the employee's response to prior corrective programs. Failure to attend an assessment by a substance abuse expert or follow a recommended treatment program will be cause for termination.