



APPROVED BY
Acting General Director
IFC COLOS LLP
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IFC COLOS LLP is a provider of freight forwarding services (FFS) all over the world; the Company renders the services of customs clearance and terminal handling of cargo.

IFC COLOS LLP operates in accordance with the laws of the Republic of Kazakhstan and international agreements, regulating carrying out of FFS.

IFC COLOS LLP Management makes a matter of conscience to provide the possibility of qualified functioning of each employee in occupationally safe working conditions.

Alcohol, drugs and toxic substances abuse along with their equivalents hinders the employees from working with proper efficiency and extremely undermines health and safety, the results and efficiency of operation of the Company's employees.

The Company Management establishes the Alcohol, Drugs and Toxic Substance Abuse Policy and requires the following:

- 1) Permitted medicinal drugs abuse or/and use, storage, distribution or sale of illegal or not prescribed medicinal drugs, distribution of which is controlled by law is strictly prohibited in buildings and premises of the Company and at the working sites; inability to follow constitutes the grounds for dismissal.
- 2) Alcohol use by the Company employees during working hours is strictly prohibited and constitutes grounds for dismissal.
- 3) Use, storage, distribution or sale of drugs, psychotropic and toxic substances and their equivalents is prohibited in buildings and premises of the Company and at the working sites; inability to follow constitutes the grounds for dismissal.
- 4) Finding the employee in the workplace in the state, which does not allow performing duties because of alcohol, drugs, psychotropic, toxic substances and their equivalents abuse is strictly prohibited and constitutes grounds for the suspension and dismissal of employees.
- 5) Alcohol and drug addiction is treatable. It is recommended for employees, which are alcohol or drug dependent, to consult the corresponding bodies and immediately undergo treatment before their dependence will lead to personal health complications and negative consequences at work.
- 6) No employee with alcohol or drug dependence will be dismissed from his job due to seeking help to overcome this dependence, or in connection with the undergoing of the corresponding medical treatment.
- 7) The employee, who has or had such dependence, is not allowed to perform work, which implies interaction with other units of the Company and/or external organizations (suppliers, customers, authorized bodies' inspectors, non-governmental organizations, government representatives and so on).
- 8) If the employee violates the requirements of this policy, the corresponding administrative measures are taken.
- 9) If the employee at the same time makes a request for treatment or rehabilitation, it is not a reason for administrative measures not to be taken. If the person suffering from alcohol or drug dependence refuses or fails to treat it, or his/her work does not meet the relevant requirements, the corresponding administrative measures, including dismissal, are taken.
- 10) The Company Management may require the employee to pass a medical examination or check on the blood levels of alcohol or drugs in accordance with the procedure established by the legislation of Kazakhstan if there is reason to suspect the employee in the use of alcohol or drugs, in particular, in case of undesirable incident at the working site.
- 11) The detection of alcohol, drugs, psychotropic, toxic substances and their equivalents in the organism of an employee after medical examination or the refusal of the employee to undergo medical examination constitutes the grounds for administrative measures, including dismissal to be taken.
- 12) The requirements of this policy apply to the partner's personnel, contractors, transporters and suppliers of goods, works, services, candidate employees and guests of the Company.
- 13) Those people who violate this policy are removed from the territory of the buildings and premises of the Company; the further access to them may be prohibited.
- 14) The Company reserves the right to require a medical examination on alcohol, drugs, psychotropic and toxic substances and their equivalents abuse for all candidate employees for work in the units of the Company. If the dependency is confirmed the Company has the right to refuse in hiring.

- 15) The territory of the Company and the workplace are non-smoking areas. Smoking is allowed only in specially designated and equipped areas. In case of violation of this policy, an employee is subject to disciplinary measures.

Developed by: HSSE Manager

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