



APPROVED by  
General Director  
IFC COLOS LLP  
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IFC COLOS LLP, a provider of freight forwarding services registered in the Republic of Kazakhstan, strives to ensure safe working conditions for its employees and minimize exposure to hazardous factors in the workplace, including hazards associated with the use of alcohol, drugs and toxic substances.

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

- 1) The use, storage, distribution and sale of alcohol, drugs and toxic substances in the workplace is prohibited.
- 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) It is strictly prohibited for employees to be under the influence of alcoholic, narcotic, psychotropic, toxic substances and their equivalents in the workplace and is the basis for suspension from work and dismissal.
- 5) Alcohol and drug addictions are 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/her job due to seeking help to overcome this dependence, or in connection with the undergoing of the corresponding medical treatment.
- 7) If the employee violates the requirements of this policy, the corresponding administrative measures are taken.
- 8) 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 in the workplace.
- 9) 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.
- 10) The requirements of this policy apply to the Company's employees, partners, contractors, transporters and suppliers of goods, works, services, candidate employees and guests of the Company.
- 11) Those people who violate this policy are removed from the territory, the buildings and premises of the Company; the further access to them may be prohibited.
- 12) The Company reserves the right to require a medical examination on alcohol, drugs, psychotropic and toxic substances and their equivalents abuse for candidate employees for work in the units of the Company. If the dependency is confirmed, the Company has the right to refuse in hiring.
- 13) Smoking of tobacco and tobacco products is prohibited on the territory of the Company, at the workplace, working areas and in vehicles. Smoking of tobacco and tobacco products 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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