



FC COLOS LLP is a provider of freight forwarding services (feasibility studies) around the world, customs clearance and terminal cargo handling services. "IFC COLOS" LLP carries out its activities in accordance with the requirements of the legislation of the Republic of Kazakhstan and international agreements governing the provision of feasibility studies services.

The Company Management of IFC COLOS LLP considers it its duty to provide each employee with the opportunity to perform their duties efficiently in safe working conditions

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

1. Abuse of approved medicines and/or use, storage, distribution, sale of prohibited medicines not prescribed by a doctor, the distribution of which is controlled by law, in the building and premises of the Company, as well as at the places of work by Company employees, is strictly prohibited and is grounds for dismissal.
2. The consumption of alcohol by Company employees during working hours is strictly prohibited and is grounds for dismissal.
3. The use, storage, distribution, sale of narcotic, psychotropic, toxic substances and their analogues in the building and premises of the Company, as well as at work sites by Company employees, is strictly prohibited and is grounds for dismissal.
4. An employee's presence at the workplace in a state that does not allow him to perform job duties due to the use of alcohol or narcotic, psychotropic, toxic substances and their analogues is strictly prohibited and is grounds for the employee's removal from work and dismissal.
5. 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.
6. 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.
7. An employee who has or has fallen into such dependence cannot be allowed to work, the performance of which involves interaction with other divisions of the Company and/or external organizations (suppliers, clients, authorized inspection bodies, public organizations, government officials, etc. .).
8. If an employee violates the requirements of this policy, appropriate administrative measures will be taken against him.
9. If at this time an employee requests treatment or rehabilitation, this is not a reason for not applying administrative measures. If an employee suffering from alcohol or drug addiction refuses or does not respond to treatment, or his work does not meet the relevant requirements, administrative measures are applied to him, up to and including dismissal.
10. The Company's management may require an employee, in the manner prescribed by the legislation of the Republic of Kazakhstan, to undergo a medical examination or test for alcohol or drugs in the blood, if there are grounds to suspect this employee of using alcohol or drugs, in particular, in the event of unwanted incident in the workplace.
11. Detection of alcohol, narcotic, psychotropic, toxic substances and their analogues in an employee's body based on the results of a medical examination or refusal to undergo a medical

examination serves as the basis for the application of administrative measures up to and including dismissal.

12. 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.
13. 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.
14. 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.
15. 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.