

### DRUG & ALCOHOL POLICY

Each employee is recognized as an extremely valuable resource and it is a Company priority particular regarding Drug or Alcohol use which may pose a serious threat to an employee's health and safety. It is, therefore, the policy of HBK to prevent alcohol or substance use from having an adverse effect on our employees.

Specifically, it is the policy of HBK that the use, sale, purchase, transfer possession or presence of any uncontrolled substance (except medical prescription drug taken as prescribed) by an employee while on the company premises which includes that of the associated camp facilities, engaged in company business, while operating company equipment, or while under authority of HBK, is strictly prohibited.

Furthermore, employees have a right to work in an alcohol and drug-free environment, working with other employees who are free from effects of alcohol and drugs. Employees who abuse alcohol or use non-prescribed drugs are a danger to themselves, their co-workers and anyone else who may be affected by their condition or action.

HBK will comply with local Qatar regulations and is committed to maintaining an alcohol and drug-free workplace. All employees are advised that remaining drug-free and medically qualified to drive or work are conditions of continued employment.

The execution and enforcement of this policy will follow set procedures to allow drug screening, conduct of breath analysis testing, and/or search all employees for alcohol and drug use and those employees suspected of violating this policy who are involved in any reportable work related accident or who are periodically or randomly elected pursuant to these procedures.

These procedures are designed not only to detect violations of this policy, but to ensure the safety of all employees. Every effort will be made to maintain the dignity of an employee, disciplinary action will, however, be taken as necessary.

  
**Ali Bin Hamad Al Thani**  
President

*Drug & Alcohol Policy Revision 01 dated 21 March 2021*

## Poltcl Hbk Wld69

**Clifford Lane**



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