

## ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY

**The purpose of the «Alcohol, Drug, and Substance Abuse Policy» (hereinafter referred to as the «Policy») is to create safe working conditions for employees, protect their life and health, promote a healthy lifestyle, and foster and support moral standards and a high corporate culture.**

The IE Management undertakes to comply with this «Policy», communicate it to all IE employees, update it on a regular basis, and ensure its availability to all Stakeholders.

### 1. General Provisions

1.1. All IE employees are prohibited from appearing on IE premises under the influence of alcohol or drugs.

1.2. During the period of stay of an IE employee (subcontractors, etc.) on IE premises (in shift camps, camps, other places of residence), the consumption of any alcoholic beverages, alcohol-containing liquids (regardless of the percentage of ethyl alcohol), drugs, household or industrial chemical and toxic substances is prohibited.

1.3. Possession, distribution, and use of any types of drugs are prohibited. The only exceptions are cases prescribed by a physician for medical conditions, in limited doses, for a specified period, and under the supervision of a medical professional.

1.4. All IE employees are tested for drugs and alcohol at least once a year during annual medical examinations.

1.5. Smoking of tobacco and tobacco products is prohibited on IE premises, production sites, workplaces, and places of residence. Smoking of tobacco and tobacco products is permitted only in specially designated and appropriately equipped areas.

1.6. In case of violation of the «General Provisions», the employee shall be held liable in accordance with the legislation of Turkmenistan.

### 2. Procedure for Holding an Employee Accountable for Appearing at the Workplace Under the Influence of Alcohol, Drugs, or Toxic Substances

2.1. Every Head of Department IE service point is obliged to immediately suspend from work (deny access to work) any employee found under the influence of alcohol, drugs, or toxic substances, regardless of their direct reporting line. The fact of suspension shall be recorded by a commission in a corresponding act. Written witness statements (if necessary) shall be attached to the act.

2.2. Upon confirmation of alcohol, drug, or toxic intoxication, the employee shall be denied access to work, and disciplinary actions shall be applied in accordance with the legislation of Turkmenistan.

2.3. Before a disciplinary sanction is applied, the employee is required to provide a written explanation regarding the fact of being on IE premises under the influence of alcohol, drugs, or toxic substances.

2.4. If it is impossible to obtain said explanation from the employee or if the employee refuses to provide a written explanation, a corresponding act shall be drawn up by a commission. An employee's refusal to provide an explanation shall not be an obstacle to applying a disciplinary sanction.

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(date)