

AS LATVIJAS FINIERIS

Unified registration No. 40003094173

PROCEDURE

Riga,

Prohibition of the use of intoxicating substances

5 October 2018

In force from 1 November 2018

The purpose of this procedure is to eliminate the use of alcohol, narcotic and / or psychotropic substances in AS Latvijas Finieris for safety and security reasons, and it mandates how the determination of alcohol content in exhaled air (hereinafter Alcohol test) is performed, as well as the procedure to be followed in situations when someone is suspected of using psychotropic substances. This procedure applies to all persons (hereinafter Person or Persons) located in the premises of AS Latvijas Finieris (hereinafter Company) that are not employees of the Company.

Persons under the influence of intoxicants (alcohol, narcotic and psychotropic substances) are prohibited from the premises of the Company.

1. The procedure for conducting the alcohol test.
 - 1.1. Persons authorised to conduct tests for alcohol and drugs are the employees of the Company's Safety Management Department, the Company's structural unit and shift managers, security guards who are familiar with this Procedure and the instructions for use of the testing equipment.
 - 1.2. The alcohol test is conducted using a device for measuring alcohol content in exhaled air, which displays a comparable blood alcohol content level (hereinafter Breathalyser). The Company's used Breathalysers are verified in accordance with the rules and regulations.
 - 1.3. To determine the alcohol content in exhaled air, the initial testing of the subject is performed using the contactless method.
 - 1.4. If the test using the contactless method determines the presence of alcohol in the breath:
 - 1.4.1. The first standard test with a contact mouthpiece is performed;
 - 1.4.2. After 15-20 minutes, repeated testing with a contact mouthpiece is performed.
 - 1.5. If the measured alcohol content in exhaled air is more than 0.00 permilles, the Alcohol test performer prints the results of the Breathalyser tests and draws up an act for conducting the Alcohol test.
 - 1.6. The Person who has undergone the Alcohol test with their signature confirms that he/she has read the act.
2. Procedure If the Alcohol test shows alcohol induced intoxication or there are suspicions of drug induced intoxication.
 - 2.1. If the Alcohol test results are more than 0.00 permilles in exhaled air, the act drawn up in connection with this fact shall be immediately sent to the Person's employer and the Person shall be removed from the Company's premises, and the allowance of re-access shall only be decided together with the Person's employer.

- 2.2. If a Person's behaviour or appearance raises the suspicion of the influence of narcotic or psychotropic substances, the Person is immediately removed from the premises of the Company and the Person's employer is informed. If there is no possibility to inform the Person's employer, the State Police is informed.
 - 2.3. The service provider and the supplier / recipient may be subject to the penalties provided for in the Internal Regulations.
3. The refusal of a Person to perform the test is a failure to comply with the internal regulations of the Company for which the service provider or the supplier / recipient may be sanctioned, while the specific Persons are removed from the Company's premises and the allowance of re-access is only decided together with the Person's employer.

A.Būmane

Director of Safety Management Department