



«ELECTROMONTAZH» («ELMO» JSC) JOINT STOCK COMPANY

ANTI-ALCOHOL AND ANTI-DRUG POLICY

The health of our employees is our highest value. In view of this, the "ELMO" JSC management aspires to create a high corporate culture and safe work conditions. The use of alcohol and narcotic agents hinders employees in fulfilling their duties to the proper extent, poses a risk to the safety of other people and can cause irreparable damage to the "ELMO" JSC image.

This Policy should be brought to the "ELMO" JSC employees' attention at all levels. Heads of structural units are responsible to meet the requirements of this Policy.

This Policy provisions have been developed in accordance with the norms of the current legislation of the Republic of Kazakhstan, internal requirements and "ELMO" JSC procedures.

Scope

Anti-alcohol and anti-drug policies are applied to all "ELMO" JSC employees and subcontractors performing work on behalf of or under the control of "ELMO" JSC.

Main provisions

This Policy prohibits to all "ELMO" JSC employees and subcontractors to perform work on behalf of or under the control of "ELMO" JSC at the following sites:

1. Strictly forbidden to appear in the workplace and work in a state of alcohol or drug intoxication.
2. At the time of employees (subcontractors, etc.) being present in offices, at construction sites, shift camps, other places of work, it is prohibited to use any kind of alcoholic beverages, alcohol-containing liquids (regardless of the percentage of ethyl alcohol), drugs, domestic and industrial chemicals and toxic substances, illicit drugs.
3. It is prohibited to have, distribute and use any kinds of drugs. The only exceptions are cases of administering medicines according to the medical prescription, in limited dosage, for a certain period and under the supervision of a medical worker. On the need to use drugs containing narcotic substances or substances capable of seriously affecting mental activity, the employee must inform the immediate supervisor and notify the Safety and Health Service.
4. All "ELMO" JSC employees should be tested for alcohol and drug use at least once a year during annual medical examinations.
5. If, as a result of the inspection, the alcohol content of an employee exceeds the permissible standards or a positive drug test is found, the administration takes actions in accordance with the current legislation of the Republic of Kazakhstan.

Violation of any paragraphs of this Policy leads to disciplinary liability and is the basis for dismissal, with a record in the work record book.

This Policy is reviewed as necessary, but at least once every 3 years.

All amendments and additions to the Policy are approved by an order signed by the Director General

Director General

E.E.Umbetaliev

Date: 06.08.2018 y