

<DOCUMENT NAME> <b>NON-ALCOHOL, DRUGS AND SMOKING POLICY</b>		
<DOCUMENT DATE> <b>IN-AZD25-F02</b>	<LAST REVISION DATE> <b>23/09/2022</b>	<REVIEW STATUS> <b>04</b>

#### **PURPOSE:**

Ensure a work environment free of the consumption of alcohol, drugs, tobacco, which is reflected in the health and well-being of people and in the protection of the Company's assets.

#### **ALCANCE:**

This policy will come into effect upon its signature and publication in the facilities of all INSURCOL operations and projects. and applies to all workers. For the purposes of this policy, facilities are understood to be all buildings, vehicles and land, owned or leased by the Company.

#### **PROHIBITIONS:**

- The use, possession and/or sale of illicit drugs, intoxicating beverages and tobacco is prohibited, as is the inappropriate use of psychotropic or controlled chemical substances, both in the company facilities or work activities outside the office, in which In this case, the highest ranking position will be responsible for compliance with this policy.
- All employees are prohibited from coming to the workplace under the influence of alcohol, narcotics or psychotropic substances (Drugs that have the ability to alter the feelings, perceptions or mood of the individual (affect the central nervous system), producing excitement and incoordination. psychomotor), as well as consuming them and/or inciting them to consume them on said site.
- The use of any substance that threatens one's own safety or that of other employees in normal work performance is also prohibited.
- The worker who, by medical prescription, uses controlled medications (anxiolytics, antidepressants, anticonvulsants, strong analgesics, among others), must immediately inform the person responsible for Occupational Health and Safety in the area for the implementation of the pertinent preventive measures.

#### **APPLICATION:**

This policy is part of the employment contract and is mandatory for all Company employees. Likewise, INSURCOL. It will require its contractors to comply with it if required. With this last purpose, it will make its content known to them and require that they make it mandatory for the personnel they assign to the execution of the contracts they enter into with INSURCOL.

The Company reserves the right to carry out inspections and laboratory tests on its personnel at the Company's facilities at any time.

Violation of this policy, as well as opposition to inspections or sampling, is considered a serious offense and consequently the Company may adopt disciplinary measures, including terminating the employment contract for just cause in accordance with the provisions of the Internal Labor Regulations and the Law, as the case may be.

#### **EMPLOYEE MONITORING AND ASSISTANCE PROGRAM:**

To achieve the purpose of this policy, the company will have systems that allow promoting, disseminating and ensuring compliance with the policy.

ALVARO GONZALEZ RODRIGUEZ  
General manager

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