

Black Mountain Mining

BMM-BHP-EMR-POL-0001 -Alcohol and Drug Policy

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1. POLICY STATEMENT

Black Mountain and Gamsberg Standard Procedures shall be written in a clear concise manner, communicated to all employees and applied accordingly.

2. PURPOSE

The Drug and Alcohol testing Policy was written to establish and provide a guidance document for testing, based on, but not limited to, relevant standards of Vedanta Ltd, to identify employees that might be under the influence of alcohol or drugs when reporting for duty.

BMC realises that off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the safety of other team members, the well-being of our team member's families, and the ability to accomplish the goal of an alcohol and drug free work environment.

BMC is committed to provide and maintain a safe and healthy working environment for all its employees and to make affected parties aware that it has zero tolerance for employees, business partners and visitors who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

The company furthermore views the screening and testing for alcohol and drugs as justifiable and will refuse persons access to site who test positive or who exhibit behaviour consistent with alcohol and/or drug abuse.

3. OBJECTIVE

To develop a drug and alcohol-free workplace, which will help ensure a safe and productive workplace;

To ensure daily alcohol-blow screening is conducted at all security access points irrespective the number of entries per shift;

To ensure employees are selected for a drug test randomly throughout the year;

To safeguard the health, safety and productivity of BMC employees and business partners by imposing alcohol and drug regulations at the work place;

To prevent damage of company assets, equipment and/or property due to alcohol and drug usage.

To educate all employees on the dangers of alcohol and drug abuse;

To assist employees who seek help in overcoming dependency problems with alcohol and drugs through referrals to appropriate institutions and/or rehabilitation centres.

To implement appropriate remedial or corrective action for employees who violate this policy, noting that each case will be assessed on its individual merits.

4. SCOPE

The Policy applies to all BMC employees, business partners and visitors. Hosts of visitors will be expected to inform visitors of rules and regulations associated with alcohol/or drugs.

Confirmation of tests refers to urine or saliva tests **which were confirmed** by a Trained professional to validate pre-employment tests or to authenticate screening tests. Screening tests refers to tests conducted by a certified and calibrated alcohol meter device or test stripes for drug testing administered by a trained person.

BMC reserves the right to conduct pre – employment drug and alcohol testing to prospective candidates as part of the recruitment process.

5. ABBREVIATIONS AND DEFINITIONS

BMC	Black Mountain Complex include the mines Gamsberg, Swartberg and Deeps as well as the supporting services
PPE	Personal Protective Equipment
HR	Human Resources
SM	The Security Manager of BMC
EXCO	The Executive Committee of BMC
DUGS	The term drugs can include prescription and illicit drugs.
ALCOHOL	The term alcohol generally refers to liquor, distilled spirits, wine or beer.
STD	Standard
EMPLOYEE/S	BMC as well as Business Partner Employees

6. POLICY

6.1 Alcohol and Drug Activity

The Company strictly prohibits the use of unlawful manufacture of, sale, purchase, offer to purchase or sell, transfer, distribution or possession of drugs or alcohol on company property.

No person will be allowed to enter the premises of BMC if that person demonstrates signs of being incapable of performing his/her normal duty safely.

To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action.

6.2 Rationale

It is accepted that employees under the influence of alcohol and or drugs present an immediate risk to themselves and others in the working environment.

6.3 Confidentiality

This policy recognizes the need for confidentiality and will not be used to discriminate unfairly against those who wish to take advantage of this policy.

At the same time, it is recognize that the company has the authority to discipline employees for employment related misconduct associated with alcohol and drugs.

Employees with an alcohol or drug dependency problem should have no fear about seeking advice, help and treatment to achieve recovery.

The company undertakes to provide the necessary assistance willingly and in complete confidence.

The confidentiality nature of any records relating to an employee's alcohol and drug dependency before undergoing any recovery programs and after having undergone recovery programs for alcohol and drugs will be strictly preserved and only used by company's authorized personnel and approved rehabilitation centres.

Any breach of confidentiality will be dealt with in line with the company's policies and procedures relating thereto.

6.4 Testing

6.4.1 Alcohol Testing

It is recognized that the Lion or Dragger alco-blower is a reliable, non-invasive method of identifying whether a person has consumed alcohol.

Testing will be conducted by a Security Official using the Lion Alco-blow or Dragger Alco-blow instrument, which has been calibrated by a recognized method.

Should the alco-blower test be positive, a Digital Dragger Breathalyzer test will be conducted by a Trained Security Official to establish the level of intoxication;

The official in charge of this test must complete all relevant documents including the observation checklist, when an individual tests positive.

Should an employee refuse to undergo a test, he/she will be assumed to be under the influence of a substance and the case will be treated as drug/alcohol related misconduct. The employee will not be allowed to enter the Mine premises.

6.5 Drug Testing

All drug tests will be conducted by trained personnel. The company reserves the right to, at its discretion; source the necessary information it needs in making appropriate decisions. This is to be done within the confines of confidentiality of patient records and information, as well as patient rights prescribed.

Testing for drugs will be conducted by a Trained Official who accepted principles regarding privacy.

Randomly selected individual's supervisor or manager will be notified to release him/her for the testing. The drug selection list is generated through an automated random selection process which is controlled by the information management department. **The Trained Official may also choose to randomly select individuals by means of a fair selection process and this may include the random selection of a section of employees.** It might also happen that the persons are referred for testing by the Biometric Reader when attempting to enter the mine.

A urine or saliva test will be conducted using a One step Multi-Line Screen Test Device **or any other device deemed reasonably effective and relevant for the purpose.**

A positive urine or saliva test will be regarded as conclusive.

Should an employee refuse to undergo a test or fail to complete the test procedure, he/she will be assumed to be under the influence of a substance and the case will be treated as drug/alcohol related misconduct. The employee will be send home and only be allowed to enter the Mine after a negative drug test was done. The norm will be a minimum of 7 days without remuneration for a positive cannabis test.

6.6 Consequences of Positive Tests

6.6.1 Alco Test

A positive breathalyser test (>0.00) will be deemed unacceptable and an employee will not be allowed access to Company premises.

When an individual test positive, their supervisor or manager will be immediately informed;

A distinction should however be drawn between a positive breathalyser test as a result of alcohol intake and taking medicine, which may contain alcohol, in deciding the appropriate action to be taken. (Alcohol in medicine will not persist after 15 minutes).

An employee who is on a course of medication, which contains alcohol or which may produce a narcotic effect must report this to his/her supervisor or manager. Reasonable proof must be supplied, i.e. copy of prescription or presentation of actual medicine used.

6.6.2 Drug Test

On completion of the test, a result of either positive (+) or negative (-) will be reflected. A positive (+) result will be deemed unacceptable.

When an individual tests positive, his/her HR Department and Supervisor or Manager will be immediately informed;

In the event of absolute positive test results on site, the test will be inspected by the Medical Practitioner and signed.

The employee will be sent home as per HR procedure and will only be allowed back on site once tested negative. The case will be dealt with in accordance with the Disciplinary code.

6.7 Voluntary Testing

A person who believes that his fitness for work may be affected by alcohol or drugs is encouraged to undergo testing prior to commencing work.

The test can be done by approaching a testing station or approaching the supervisor prior to commencing shift/work.

If the test displays a positive result, the following must be done:

Positive alcohol and drug tests will be dealt with in accordance with the Code of Good Conduct. Documents will be completed as if a positive test and employee will not be allowed to enter the mine for the day.

Should a negative test be obtained employee will be allowed to proceed to his/her workplace.

6.8 Fitness for Work

Under this policy, an employee will be regarded as “unfit for work” when:

Cannabis test returns a positive result.

Methamphetamines test returns a positive result.

Opiates test returns a positive result where a medical practitioner could not confirm use for medical indication.

Cocaine test returns a positive result.

Morphine test returns a positive result.

Benzodiazepines return a positive result.

Where the person has any other drug in his or her system which the medical practitioner indicates could impair the person’s performance or judgment, whether or not such a drug is a prescription drug.

Employees should understand that medication may affect their performance and/or behaviour and ability to work safely. An employee using prescribed medications under a doctor’s direction or taking other medication that could alter their ability to perform the duties and responsibilities of their positions safely and effectively, must notify their supervisors before commencing duty.

To respect the employee’s rights to confidentiality, the details of the medication need not be specified. The employee will then be referred to a medical practitioner for an assessment and decision on fitness for work.

6.9 Fitness for Work Testing

A supervisor may require an employee or business partner, or a group of employees or business partners, at the Company’s workplace to undergo an alcohol and/or drug test if, in their considered opinion, that person’s, or group of persons’, faculties may be impaired by alcohol or drugs and is therefore considered to be a potential risk in the workplace.

Employees and supervisors who have reason to believe that fellow employees, business partners or visitors are, or may be, under the influence of alcohol or drugs have an obligation to report this to the relevant manager. The relevant manager will arrange for an alcohol and/or drug test through the appropriate testing station.

6.10 Post-Accident / Incident Testing

Employees or business partners who have been involved in any accident or incident whilst on duty or call-out or whilst driving a company vehicle, will be required to undergo alcohol and drug testing immediately thereafter as part of the incident investigation procedure.

6.11 Random Testing & Selection

Employees and business partners will be tested on a random basis in accordance with a random drug testing procedure which may vary from time to time and according to the nature of the operations. All employees, business partners and visitors loaded on the biometric system is eligible for selection upon clocking.

Employees that have been tested positive in the past must be aware that they will be tested more than once or twice per year.

6.12 Avoidance or Falsification

Any attempt to avoid or falsify any alcohol and/or drug test will constitute serious misconduct and involve disciplinary procedures which may include the termination of the person's employment.

For business partners and visitors, such conduct will involve a refusal of entry to BMC premises.

6.13 Testing Requirements

Suitably trained and authorized personnel will undertake alcohol and drug testing. Alcohol testing equipment will be tested and recalibrated according to manufacturer's instruction.

Alcohol and drug testing will occur on all shifts, Public Holidays and weekends and will be performed in the following instances:

6.14 Voluntary Testing

6.14.1 Fitness for work

Post-accident/incident during the course and scope of employment or when using company vehicles or equipment.

Random drug testing of the workforce and business partners.

An employee may not unreasonably refuse to undergo a breathalyser test when requested to do so. In the event that the employee refuses to undergo the breathalyser or such other appropriate test, the supervisor or security personnel in attendance will apply and rely on a visual observation test.

Findings of the test will be suitably recorded by the various observers and this will constitute sufficient proof in subsequent disciplinary procedures for "being under the influence of alcohol or drugs in the workplace". The employee may also face disciplinary charges for "failing to comply with a reasonable and lawful instruction". The employee will be sent home on ordinary leave if suspected to be under the influence of alcohol or drugs and the relevant supervisor will be informed.

7. RESPONSIBILITY AND AUTHORITY

7.1 Individual Responsibility

It is the responsibility of every employee and/or business partner to familiarize themselves with this and all related policies and ensure that this policy is adhered to.

To exercise reasonable judgement when consuming at off-site events where the employee attends on behalf of the company.

All employees and business partners are responsible for presenting themselves for work in a “fit for work” state.

Employees with alcohol and/or drug related problems are also required, from health and safety point of view, to take the necessary preventative steps and/or seek assistance as provided by the company.

7.2 Company Responsibility and Authority

It is the responsibility of managers and supervisors to ensure that all employees and business partners under their control are made aware of the contents of this policy.

It is the responsibility of line managers to recognize and act in instances where an employee displays behaviour that could contribute to alcohol and/or drug usage and/or dependency.

In the event of a line manager suspecting a person to be under the influence of alcohol or drugs, he will request the person to undergo an alcohol or drug test.

Every effort will be made to reasonably accommodate employees whose therapeutic use of medication may impact their ability to perform their duties.

Impose corrective action on employees who violate their responsibilities under this policy.

It is the responsibility of BMC Occupational Health and Wellness section to:

Plan, coordinate and conduct education and awareness programs geared to educate employees on the effect of drug and alcohol abuse,

Provide and/or coordinate confidential services (i.e. diagnosis and assessment, counselling, referral and support services for employees), and

Provide consultative services to supervisors/managers whose staff members may have alcohol and drug related problems.

The company will take reasonable measures to ensure that employees who are unable to drive home safely after being found to be unfit for work in relation to this policy are provided with alternate transportation.

7.3 Test Disputes

Should an employee dispute a positive alcohol or drug test at time of the test, he or she will be required to report to the Mine Occupational Health Centre within 45 minutes from test and request for a blood test at his/her own cost. The employee shall be accompanied by the Security Official conducting the Urine or Alcohol test.

Any test conducted later than 45 minutes will be treated as contaminated and the Dragger test will be regarded as correct. All blood tests required will be for the employee account even if negative.

Except for Dagga it must be noted that Tik, Heroin, Cocaine and other drugs that are swallowed only last 24 hours in a person's system and a person that tests positive might test negative an hour later and therefore the Urine sample will be accepted in case of any dispute.

8. DISTRIBUTION AND ACCESS

The latest revision of this policy is available as a read only on the document on the Intranet. The company Document Controller shall maintain an authorised hard copy of this policy/procedure in the company archive.

Line Managers, who have staff reporting to them that do not have access to the Intranet, shall ensure that these personnel are adequately guided and informed.

9. ANNEXURES

Annexure 1: Saliva drug testing procedure

Annexure 2: Saliva drug testing method and instructions

Annexure 3: Urine drug testing procedure

9.1 Annexure 1 : Saliva Drug Testing Procedure

Employees will be randomly selected and will then report to the testing venues (BMM Security Department or Gamsberg Security Department or as arranged by Testing Official). The testing official will follow up with telephonic calls to ensure attendance. Random Selection by the Trained Official will see tests conducted onsite.

The drug testing will then be conducted as follows:

Allow the test device, specimen, and/or controls to reach room temperature (15-30°C) prior to testing. Instruct the donor to not place anything in the mouth including food, drink, gum, tobacco products for at least 10 minutes prior to collection.

Bring the pouch to room temperature before opening it. Remove the test device from the sealed pouch and use it as soon as possible.

Remove the collector from the sealed pouch and insert the sponge end of the collector into the mouth. Actively swab the inside of the mouth and tongue to collect oral fluid for a total of 3 minutes until the sponge becomes fully saturated. Gentle pressing of the sponge between the tongue and teeth will assist saturation. No hard spots should be felt on the sponge when saturated. See illustration 1 and 2.

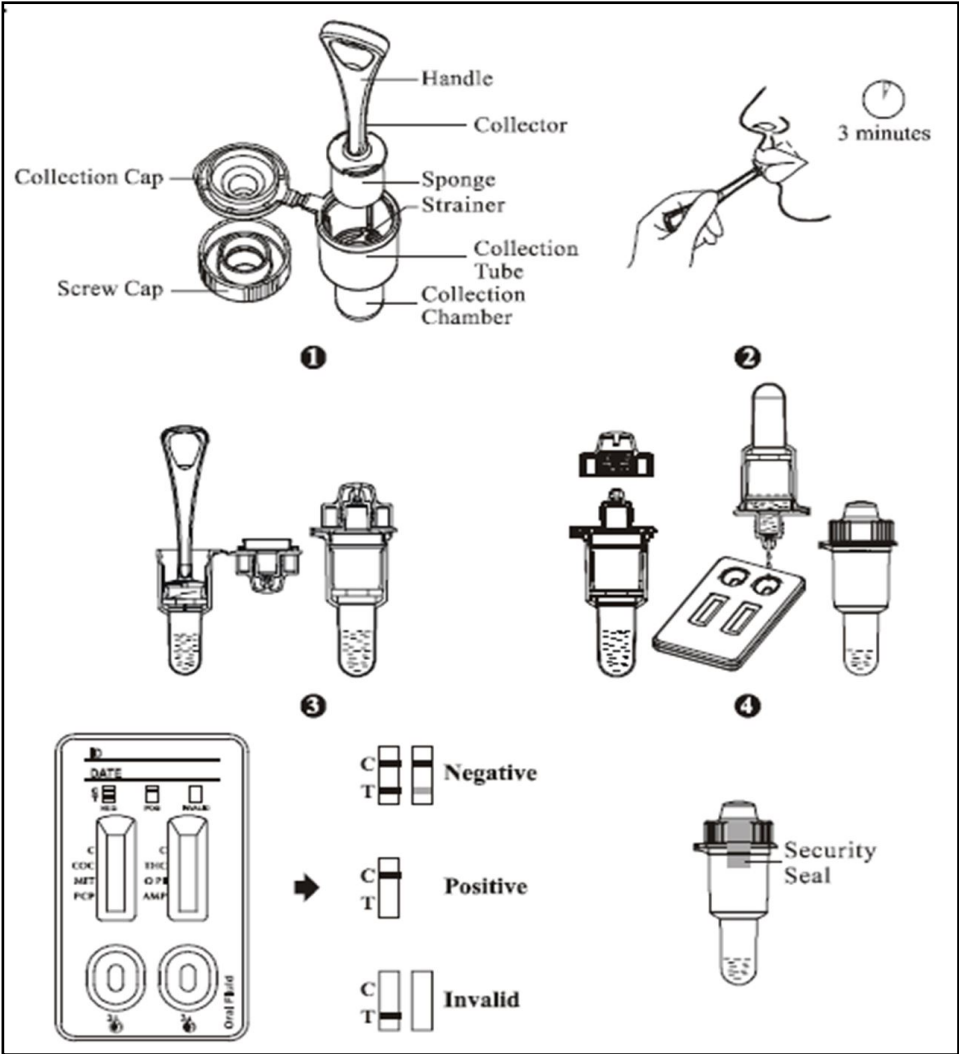
Open the collection cap then remove the saturated oral fluid collector from the mouth and place into the collection chamber. Press sponge fully against the strainer to express as much oral fluid as possible into the collection chamber. Discard the collector. Snap the collection cap on the collection tube tightly. See illustration 3.

Place the test device on a clean and level surface. Twist open the screw cap from the collection tube.* Invert the collection tube and transfer 3 drops of oral fluid (approximately 100 µL) into each specimen well of the test device, and start the timer. Replace screw cap on the collection tube. Avoid trapping air bubbles in the specimen well. See illustration 4. *Note: When opening the screw cap, do not open the collection cap attached to the collection chamber.

Wait for the colored line(s) to appear. Read results at 10 minutes. Do not interpret results after 20 minutes.

Secure collection tube with security seal and send to laboratory for confirmation if necessary.

9.2 Annexure 2: Saliva Drug Testing Method and Instructions



9.3 Annexure 3: Urine Drug Testing Procedure

Collect a urine sample in the urine cup. Urine specimens may be refrigerated 2-8 degree Celsius and stored up to forty eight (48 hours). For longer storage, freeze the samples (-2 degree Celsius or below). Bring frozen or refrigerated samples to room temperature before testing. Use only clear aliquots for testing.

The test will be conducted as follows:

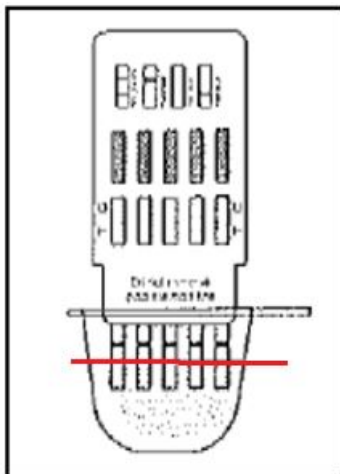
Open the sealed pouch by tearing along the notch. Remove the test device from the pouch.

Hold the one side of the device with the one hand. Use the other hand to pull out the cap and expose the absorbent end.

Immerse the absorbent end into the urine sample about 10 seconds. Make sure that the urine level is not above the "MAX" line printed on the front of the device.

Lay the device flat on a clean, dry, non – absorbent surface.

Read the result at 5 minutes. Do not read after 5 minutes.



**Do not immerse pass
the mark line**

9.3.1 Interpretation of results

9.3.1.1 Positive (+)

A rose – pink band is visible in each control region. No colour band appears in the appropriate test region. It indicates a positive result for the corresponding drug of that specific test zone.

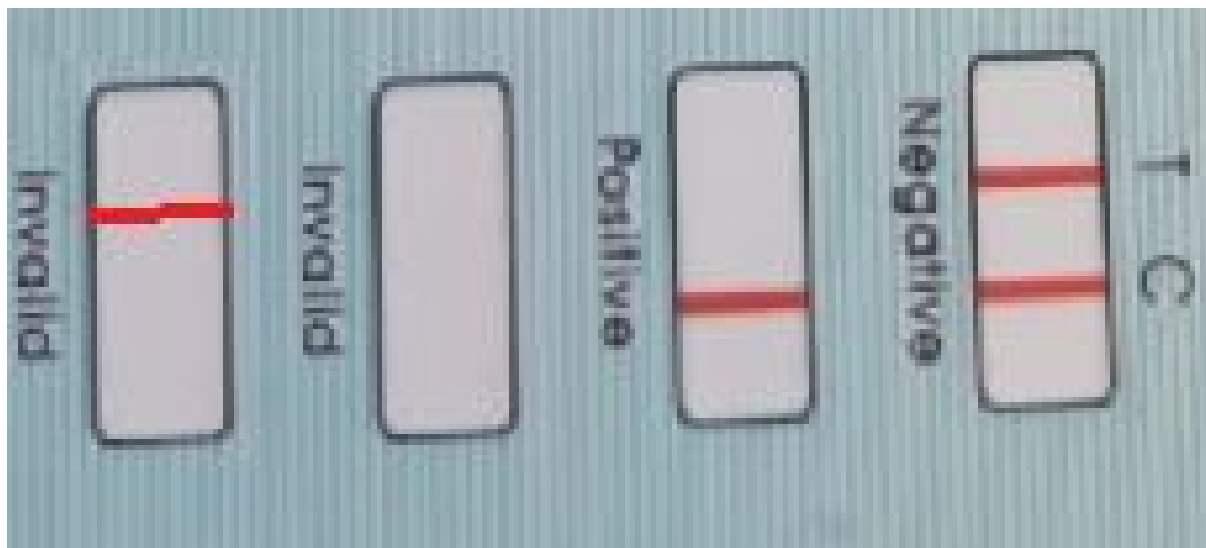
9.3.1.2 Negative (-)

A rose- pink band is visible in each control region and the appropriate test region. It indicates that the concentration of the corresponding drug of that specific test zone is below zero or the detection limit of the test.

9.3.1.3 Invalid

If the colour band is not visible in each of the control region or a colour band is only visible in each of the test region, the test is invalid. Another test should be run to re-evaluate the specimen. Please contact the distributor or the store, where you bought the product, with the batch number.

Note: There is no meaning attributed to line colour intensity or width.



10. Review and Approval

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This document was approved (in sequence) by the individuals above using electronic approval in our Document Control System.

Final approval status: Approved

Approvals were done electronically.

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