

Alcohol & Drug Testing Procedure

Table of Contents

1.0 Purpose	2
2.0 Scope	2
3.0 Alcohol and Drug Testing	2
3.1 Pre-Assignment Testing.....	2
3.2 Post-Incident or Near-Miss Testing.....	3
3.3 Reasonable-Grounds Testing.....	4
3.4 Fitness for duty assessment/Return to Work Plan.....	5
3.5 Next steps if a decision to test has been made	5
4.0 Roles and Responsibilities	6
5.0 Training and Competency	7
6.0 Glossary	8
7.0 References	10
7.1 External Documents.....	10
7.2 Internal Documents	10
Appendix A: Testing Standards	11
Appendix B: Alcohol and Drug Testing Services	14
Appendix C: Alcohol & Drug Testing Procedure Summary	16

1.0 Purpose

Cenovus recognizes that the use of alcohol, drugs and certain medications can adversely affect job performance, staff health and safety, and the well-being of others. It can also place the integrity and safety of Cenovus's operations at risk.

To minimize the risk of adverse health effects and unsafe performance due to alcohol, drugs and medications, Cenovus has implemented a comprehensive Alcohol and Drug Program that includes testing.

2.0 Scope

The Cenovus Alcohol & Drug Testing Procedure applies to all safety-sensitive employees when engaged in Company business, working on or off Company premises, and when driving Company vehicles to all Cenovus worksites and work activities.

3.0 Alcohol and Drug Testing

Alcohol and drug testing is just one process used to identify and control consumption of alcohol and use of drugs in the workplace. Testing and testing procedures are designed to respect the individual's privacy and meet applicable requirements for confidentiality (in accordance with Cenovus's Privacy Practice), accuracy and quality.

Cenovus testing procedures and limits are consistent with the provisions set out by the US Department of Transportation and Department of Health and Human Services. Cenovus's testing standards are found in [Appendix A](#).

Every decision to test or not test will be clearly documented and include date, time, description of events and information that led to the decision.

Cenovus conducts alcohol and drug testing in the following situations:

- Pre-assignment/placement
- Post-incident
- Based on reasonable grounds
- As part of a return to work plan under the Cenovus [Alcohol & Drug Standard](#).

3.1 Pre-Assignment Testing

All staff offered safety sensitive positions must pass a pre-assignment alcohol and drug test as a condition of work in that position, whether as a condition of hire for a new staff member or as a result of a change in position for an existing staff member.

Failure to pass the test or refusal to participate in the testing process means the applicant is not eligible for the safety sensitive position.

3.1.1 Testing Criteria

Supervisors, in consultation with Human Resources, are responsible for the designation of safety sensitive positions (SSP) within their workforce in accordance with the [Safety Sensitive Position Standard](#), which sets out the criteria for identifying positions within Cenovus that are safety sensitive.

Successful completion of pre-assignment alcohol and drug testing is required prior to commencing employment, or deployment for safety-sensitive work.

Human Resources/OH&W are responsible for conducting pre-assignment alcohol and drug testing for all safety sensitive employees.

3.2 Post-Incident or Near-Miss Testing

Post-incident testing may be conducted as part of an investigation into an incident where it has been determined by the Supervisor and the Health & Safety (H&S) representative investigating the incident that the individual's acts or omissions could have caused or contributed to the occurrence.

3.2.1 Testing Criteria

In accordance with the [Incident Management COMS Standard](#), during the investigation into a work-related incident, the Supervisor and the H&S representative determine whether the incident meets the following criteria for testing:

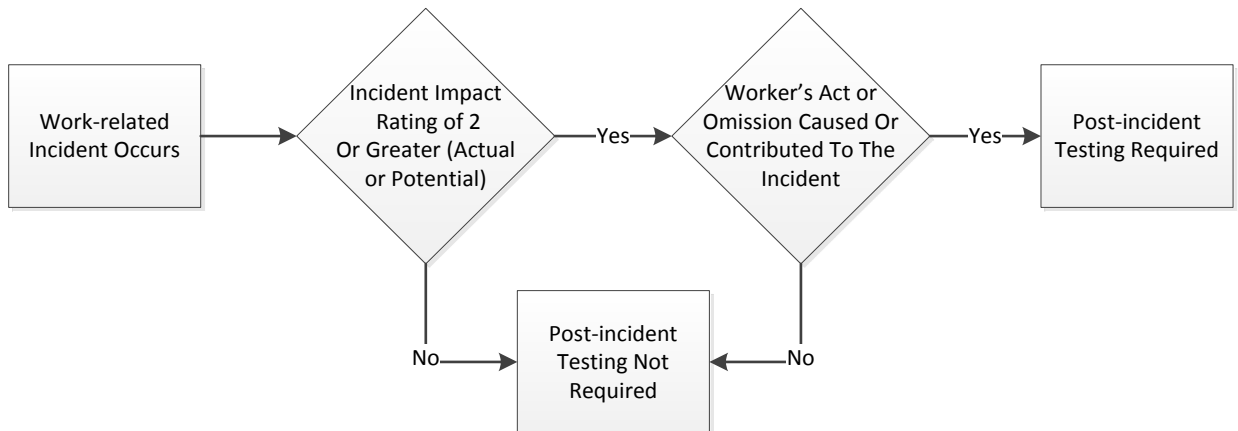
- The incident impact (actual or potential) is 2 or greater, and
- The worker's act or omission caused or contributed to the incident

Figure 1: Incident Impact Rating Tool

Impact levels	Actual Impact Level (A) <i>(How bad <u>was</u> it?)</i>	Potential Impact Level (P) <i>(How bad <u>could</u> it have been?)</i>
Catastrophic 5	Multiple Fatalities	Multiple fatalities <u>or</u> incident that could <u>reasonably</u> have resulted in an "Actual Impact Level 5 - Multiple Fatalities" but did not.
Critical 4	Fatality	Fatality <u>or</u> incident that could <u>reasonably</u> have resulted in an "Actual Impact Level 4 - Fatality" <u>and</u> a higher Potential Impact Level 5 (multiple fatalities) is not reasonable.
Major 3	<ul style="list-style-type: none"> • Injury or illness that causes permanent disability or significant life-altering complications • Public health/safety could be jeopardized – evacuation of asset and surrounding community 	An incident that could <u>reasonably</u> have resulted in an "Actual Impact Level 3 – Major Impact" <u>and</u> a higher Potential Impact Level (fatality) is not reasonable.
Moderate 2	<ul style="list-style-type: none"> • Injury or illness that should remedy within weeks to months • No life-altering complication • Staff health/safety jeopardized – evacuation or quarantine of asset 	An incident that could <u>reasonably</u> have resulted in an "Impact Level 2 – Moderate Impact" <u>and</u> a higher Potential Impact Level is not reasonable.
Minor 1	<ul style="list-style-type: none"> • Minor injury or no injury • Injury or illness that should resolve without life-altering complications in hours/days 	A safety event that could <u>reasonably</u> have resulted in an "Actual Impact Level 1 – Minor Impact" <u>and</u> a higher Potential Impact Level is not reasonable.

Figure 2 outlines the post-incident process for alcohol and drug testing. When testing is appropriate, it should be conducted as soon as reasonably practicable after the incident. Information regarding referrals and procedures for testing services are provided in [Appendix B](#) of this guideline.

Figure 2: Post-Incident Testing Determination



Collection and administration of post-incident alcohol and drug tests must be performed by trained collection agents. Samples must be collected within 8 hours after the incident for an alcohol test and 32 hours after the incident for a drug test.

If a worker requires immediate medical attention, alcohol and drug testing may occur at the discretion of the medical service provider at the time of treatment. Once discharged from the medical facility, alcohol and drug testing can be conducted in accordance with this guideline and respecting the applicable timeframes.

3.2.2 Documentation and Incident Reporting

Completion of the [Post-Incident Alcohol and Drug Testing Rationale Form](#) (CEN 726) and applicable alcohol- and drug-related fields in the Incident Management System (IMS) are required for all incidents with an impact (actual or potential) of 2 or greater.

The completed rationale form must be entered into the supplemental information in IMS.

3.3 Reasonable-Grounds Testing

Reasonable grounds testing is conducted when an individual's actions, appearance or conduct while at work give reasonable grounds to suspect the consumption or use of alcohol, drugs or certain medications. If a supervisor or other individual reasonably believes there are reasonable grounds, where possible they must engage a second person to confirm the assessment of the individual's actions, appearance and conduct, in accordance with the Alcohol & Drug Testing Procedure. Referral of an individual for testing will be based on personal observations. Examples of reasonable grounds may include, but are not limited to:

- Direct visual observation of a policy violation;
- Discovery of alcohol or illicit drugs in a company vehicle or on company premises that can reasonably be associated with a particular staff member;
- Direct visual observation of physical or behavioural signs (e.g. difficulty in maintaining coordination, slurred speech, smell of alcohol on breath, extreme drowsiness);
- Pattern of failure to follow safety rules or operating procedures.

3.3.1 Testing Criteria

If a Supervisor or other individual believes there are reasonable grounds for testing, he/she should engage H&S or another Cenovus representative (i.e. Security) on site to confirm the assessment of the individual’s actions, appearance or conduct.

Referral of an individual for testing should be based on specific, personal observations and be documented. Figure 3 is an example of reasonable grounds-assessment found on the Cenovus [Reasonable-Grounds Alcohol & Drug Testing Rationale Form](#) (CEN 784). Information regarding testing procedures are provided in [Appendix B](#) of this guideline.

Collection and administration of reasonable-grounds alcohol and drug tests must be performed by trained collection agents.

Figure 3: Reasonable-Grounds Assessment Checklist

Reasonable-grounds Assessment <i>(select all applicable boxes)</i>		
Evidence/Disclosure	Physical Observations	Performance
<input type="checkbox"/> Presence of alcohol or drugs	<input type="checkbox"/> Deterioration of appearance	<input type="checkbox"/> Difficulty in recalling instructions
<input type="checkbox"/> Drug paraphernalia	<input type="checkbox"/> Slurred speech or stuttering	<input type="checkbox"/> Fearful, anxious, suspicious
<input type="checkbox"/> Smell of marijuana	<input type="checkbox"/> Dilated pupils or bloodshot eyes	<input type="checkbox"/> Unexplained memory lapses
<input type="checkbox"/> Smell of alcohol	<input type="checkbox"/> Flushed skin	<input type="checkbox"/> Difficulty in concentrating
<input type="checkbox"/> Confession of alcohol use	<input type="checkbox"/> Shaking or trembling of hands	<input type="checkbox"/> Outbursts of anger
<input type="checkbox"/> Confession of drug use	<input type="checkbox"/> Unsteady walk	<input type="checkbox"/> Unreasonable behavior
<input type="checkbox"/> Reports from other employees	<input type="checkbox"/> Loss of motor coordination	<input type="checkbox"/> Disoriented
	<input type="checkbox"/> Increased perspiration	<input type="checkbox"/> Complaints from colleagues
	<input type="checkbox"/> Drowsiness	<input type="checkbox"/> Belligerent to authority
<input type="checkbox"/> Other <i>(provide explanation in the comments section below)</i>	<input type="checkbox"/> Breathing difficulties	<input type="checkbox"/> Avoidance of peers

3.3.2 Documentation and Incident Reporting

Completion of the [Reasonable-Grounds Alcohol & Drug Testing Rationale Form](#) (CEN784) is required when alcohol and/or drug use is suspected by workers in safety-sensitive positions and testing is considered.

The rationale form should be entered into the supplemental information in IMS along with the completion of applicable alcohol- and drug-related fields.

3.4 Fitness for duty assessment/Return to Work Plan

[OH&W](#) provides support to employees with personal alcohol and drug problems, in accordance with the Alcohol & Drug Standard. When an employee enters into a return-to-work agreement they will be referred to a qualified professional, such as a Substance Abuse Expert, who will assess the individual, make recommendations regarding treatment, and recommend a return-to-work monitoring program that may include alcohol or drug testing.

3.5 Next steps if a decision to test has been made

Once a supervisor, working as appropriate with H&S, Security, or OH&W, has made a decision to send an employee for post-incident, near miss or reasonable grounds testing, the following steps should be taken:

- The supervisor should inform the employee that they will be referred for testing

- The supervisor, or the supervisor’s delegate, must transport the employee to the testing facility promptly, and in any event no later than in the timeframes set out in Appendix A
- The Testing Program Administrator will instruct the employee as to the testing procedures
- The employee must follow the instructions of their supervisor and the Testing Program Administrator, and cannot return to duty unless compliant test results are obtained. Non-compliant test results will be addressed in accordance with the Alcohol & Drug Standard
- The employee’s supervisor will receive notice as to whether the test results were compliant or non-compliant, and OH&W will receive a full report of the test results
- Note: if a service provider refers one of its employees for testing as a result of concerns that arose while on Company business or Company premises, then that service provider’s Cenovus representative should receive notice from the service provider as to whether those test results were compliant or non-compliant. The Cenovus representative should report any non-compliant test results to Cenovus Security

4.0 Roles and Responsibilities

The following responsibilities apply to this guideline:

Table 1: Roles and Responsibilities

Role	Description
Supervisors	<ul style="list-style-type: none"> • Allocate and make available the necessary financial and human resources that are required to meet Cenovus’s Alcohol and Drug Program expectations. • Monitor situations where there are reasonable grounds to believe there has been a violation of the Alcohol & Drug Program, and refer those situations to Security, OHW, H&S and/or their HRBP in accordance with the <i>Field Supervisors’ Fit for Duty Guide</i> • Recognize the effects of alcohol, drugs and medications in the workplace and monitor the work performance of teams and take action regarding any violations or suspected violations of the Cenovus’s Alcohol and Drug Program. • With the assistance of appropriate supporting functions, as set out in the <i>Field Supervisors’ Fit for Duty Guide</i>, determine if alcohol and drug testing is required in accordance with this Alcohol & Drug Testing Procedure and arrange for testing in a timely manner.
Operations Health & Safety Field Teams	<ul style="list-style-type: none"> • Coordinate and conduct incident investigations with due consideration of potential alcohol and drug impairment. • Support Supervisors in determining if alcohol and

Role	Description
	<p>drug testing is required in accordance with this Alcohol & Drug Testing Procedure and assist in the testing arrangements.</p> <ul style="list-style-type: none"> • Provide support to Cenovus Security-led alcohol and drug searches.
Central Health & Safety	<ul style="list-style-type: none"> • Oversee the Alcohol and Drug Program. • Assist in developing and implementing alcohol and drug guidelines, tool and resources for staff and service providers in safety-sensitive positions.
Staff	<ul style="list-style-type: none"> • Read, understand and comply with Cenovus's Alcohol and Drug Program expectations and all related training. • Report immediately to a Supervisor or OH&W situations where there are reasonable grounds to believe they or a co-worker is not fit for duty. • Disclose and take responsibility for resolving personal alcohol or drug problems. • Cooperate with any investigation into a possible violation of the Alcohol and Drug Program.
Enterprise Security	<ul style="list-style-type: none"> • Manage alcohol and drug searches in accordance with the Search Procedure • Support Supervisors in determining if alcohol and drug testing is required in accordance with Cenovus's Alcohol & Drug Testing Procedure. • Provide assistance into the investigation of situations where there are reasonable grounds to believe there has been a violation of the Alcohol and Drug Program.
Cenovus OH&W/Human Resources	<ul style="list-style-type: none"> • Oversee employee treatment, monitoring and return-to-work programs • Oversee interpretation and communication of employee alcohol and drug testing results • Provide guidance for the designation of safety sensitive positions. • Conduct pre-assignment alcohol and drug testing for all safety-sensitive employees.

5.0 Training and Competency

Every year, employees are required to either commit to (sign off) or complete training (eLearning module) on the Fit for Duty policy.

In addition to our policy commitments supervisors should review the Alcohol & Drug Standard and the Alcohol & Drug Testing Procedure prior to commencing safety sensitive work.

6.0 Glossary

Definitions and acronyms for safety documents are described in CEN-EHS243, [Definitions and Acronyms](#). The following definitions and acronyms are specific to this document:

Alcohol – Any substance that may be consumed and that has an alcoholic content in excess of 0.5 percent by volume.

Alcohol & Drug Program – Includes, but is not limited to all documents and processes associated with managing alcohol & drugs at Cenovus, such as Fit For Duty Policy, Alcohol & Drug Standard, Search Procedure, Alcohol & Drug Testing Procedure, Life Saving Rule, and Safety Sensitive Position Standard.

Company or Cenovus – means Cenovus Energy Inc. and its Affiliates. **Affiliate** includes any Company, person, partnership or other legal entity which controls or is controlled by Cenovus Energy Inc.

Company business – All business activities undertaken in the course of Cenovus’s operations, whether conducted on or off Company premises. It includes those situations when an employee is representing, or could reasonably be perceived as representing Cenovus in the performance of their duties.

Company premises – Includes, but is not necessarily restricted to, all land, property, camps, structures, installations, vehicles, and equipment owned, leased, rented, operated or otherwise directly controlled by Cenovus for the purpose of conducting Company business.

Company Testing Administrator – The person responsible for conducting testing under the Alcohol & Drug Testing Procedure.

Contractor – An individual working indirectly for Cenovus through an approved supplier of individuals (such as Adecco) for a defined period of time.

Drug or Drugs – includes any drug, substance, chemical or agent, the use or possession of which is unlawful in Canada, and also includes any otherwise legal but illicitly-used substances, including medications and non-prescription medications obtained without proper medical authorization or not used as indicated, any cannabis products (including Tetrahydrocannabinol (THC) or Cannabinoid (CBD)-containing substances that are not medications, synthetic forms of illegal substances (e.g. synthetic marijuana, synthetic cocaine and amphetamine analogues, etc.) and other substances not being used for their intended purposes.

Drug Paraphernalia – Includes any personal property, equipment, product or accessory which is associated with or manufactured for the making, use, or concealment of any drug, or any item intended to mask or alter the outcome of an alcohol or drug test.

Employee – Individuals employed by Cenovus or its subsidiaries (collectively "Cenovus") and on Cenovus's payroll.

Employee and Family Assistance Program or EFAP – Cenovus's Employee and Family Assistance Program provides Cenovus employees and their families with confidential counseling on issues that affect well-being, health or work performance. Services are available for personal difficulties such as marital or family issues, stress management, alcohol/drug or other dependencies, bereavement and child or eldercare.

Impaired Driving – Operating a vehicle while performance is adversely affected by alcohol or drugs, evaluated by testing with a blood alcohol limit at or above established criteria.

Incident Impact – A rating used to describe the potential impact of an incident. The impact table of the risk matrix is used to determine actual and potential impact.

Medical Review Officer or MRO – A licensed physician certified as a Medical Review Officer who is independent of the Company and who is responsible for receiving the laboratory report and reviewing any positive results with the employee to determine any alternative medical reasons for the result before reporting to the employer. The MRO makes the final decision on whether it is a verified positive, a verified refusal (adulterated or substituted) or a negative result.

Medication – both Prescription and Non-Prescription Medications.

Non-Prescription Medications – substances, chemicals, or agents used for medicinal purposes that can be lawfully purchased and consumed without a prescription.

On Call – Employees who have been designated as being on-call in accordance with a communicated schedule.

Pre-assignment – Prior to starting a new safety sensitive position, whether that is the result of new employment, transfer, or reclassification of an existing position.

Prescription Medication – any substance, chemical or agent used for medicinal purposes that is obtained through prescription. For the purposes of Cenovus's Alcohol & Drug Standard and all related documents, a "prescription" includes a medical document as that term is defined in the *Access to Cannabis for Medical Purposes Regulations*.

Reasonable Grounds – Information established by the direct observation of individual's actions, appearance or conduct while at work that give reason to suspect the consumption of alcohol, drugs or certain medications.

Safety-Sensitive Position – As set out in the Safety Sensitive Position Standard

Safety-Sensitive Workers – Personnel who work in safety-sensitive positions.

Supplier or Service Provider – Entity or party that agrees to furnish Cenovus with a certain number or quantity of goods, material, personnel and/or services. The word "vendor" has also been used.

Staff – Individuals who conduct work for the benefit of Cenovus, including employees and contractors, but excluding suppliers/service providers.

Substance Abuse Expert – An individual with clinical knowledge and experience in the diagnosis and treatment of alcohol and drug-related disorders and certified as a Substance Abuse Expert.

Testing Program Administrator – A service provider engaged to:

- Manage sample collection
- Provide Medical Review Officer services
- Liaise with the Company Testing Administrator
- Administer the selection process for unannounced testing in accordance with the Alcohol & Drug Standard, as well as the Alcohol & Drug Testing Procedure
- Select test days for those on a follow-up testing program

Visitor – Someone attending on Company premises on an interim basis.

Workers – All working personnel on a Cenovus site, including employees, contractors, and supplier/service provider personnel.

Table 2: Acronyms, Initialisms and Abbreviations

Term	In Full
SSP	Safety-Sensitive Position
IMS	Incident Management System
COMS	Cenovus Operations Management System
H&S	Health & Safety
MOC	Management of Change
MRO	Medical Review Officer
OH&W	Occupational Health & Wellness
DOT	U.S. Department of Transportation
SAMHSA	Substance Abuse and Mental Health Services Administration
POCT	Point of Collection (Drug) Testing

7.0 References

7.1 External Documents

The following external documents support this guideline:

Table 3: External Document References

Document Type or Number	Document Title
Energy Safety Canada	Canadian Model for Providing a Safe Workplace

7.2 Internal Documents

This Procedure supports the [Alcohol & Drug Standard](#), which supports the [Fit For Duty Policy](#), and is supported by the following other documents:

- [Reasonable-Grounds Alcohol & Drug Testing Rationale Form](#)
- [Post-Incident Alcohol and Drug Testing Rationale Form](#)
- [Search Procedure](#)
- [Safety Sensitive Position Standard](#)
- [Privacy Policy](#)
 - [Employee Privacy Practice](#)

Supervisors must review and be familiar with the Field Supervisors’ Fit for Duty Guide, and contractors and service providers must review and be familiar with the [Contractor Health and Safety Program Requirements](#).

Appendix A: Testing Standards

Testing Methods

Alcohol tests must comply with the standards of the US Department of Transportation (DOT) and be administered by a calibrated breath-testing device with a printout of test results. If a breath-testing device is not available, a saliva specimen, urine sample or both may be collected for alcohol testing.

Tests for drugs must be administered by urinalysis collection and comply with standards of the US Department of Transportation (US DOT) and be conducted by laboratories certified by the US Substance Abuse and Mental Health Services Administration (SAMHSA).

Collection and administration of tests must be performed by trained collection agents. Samples must be collected within 8 hours after the incident for an alcohol test and 32 hours after the incident for a drug test.

Test Results

A positive alcohol test is one in which the blood-alcohol content is defined as follows:

All Positions
above detection limits*
<i>* 0.040 grams/210 litres of breath in accordance with US DOT requirements</i>
Safety Sensitive Positions
If the screening test result shows an alcohol level that is equal to or greater than 0.020 grams/210 litres of breath, then a confirmation test using an evidential breath alcohol device (the "confirmation test"), starting not less than 15 minutes after the completion of the screening test, must be completed.
If the confirmation test still shows a blood alcohol level that is equal to or greater than 0.020 grams/210 litres of breath then Cenovus will be informed of the test results, and the outcome, including any disciplinary action, will be determined by Cenovus.

A positive drug test is one in which the amount of drug confirmed in a sample is at or exceeds the cut-off levels established by the US Department of Transportation for workplace testing programs throughout North America. The cut-off limits have been updated to reflect the January 1, 2018, changes to Rule 49 CFR Part 40 – US DOT and are as follows:

Drug	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Marijuana Metabolites	50	15
Cocaine Metabolites	150	100

Drug	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Opioid Metabolites		
- Codeine	2000	2000
- Morphine	2000	2000
- Hydrocodone	300	100
- Hydromorphone	300	100
- Oxycodone	100	100
- Oxymorphone	100	100
6-Acetylmorphine	10	10
Phencyclidine (PCP)	25	25
Amphetamines	500	--
- Amphetamine	--	250
- Methamphetamine	--	250
- MDMA ¹	500	250
- MDA ²	--	250

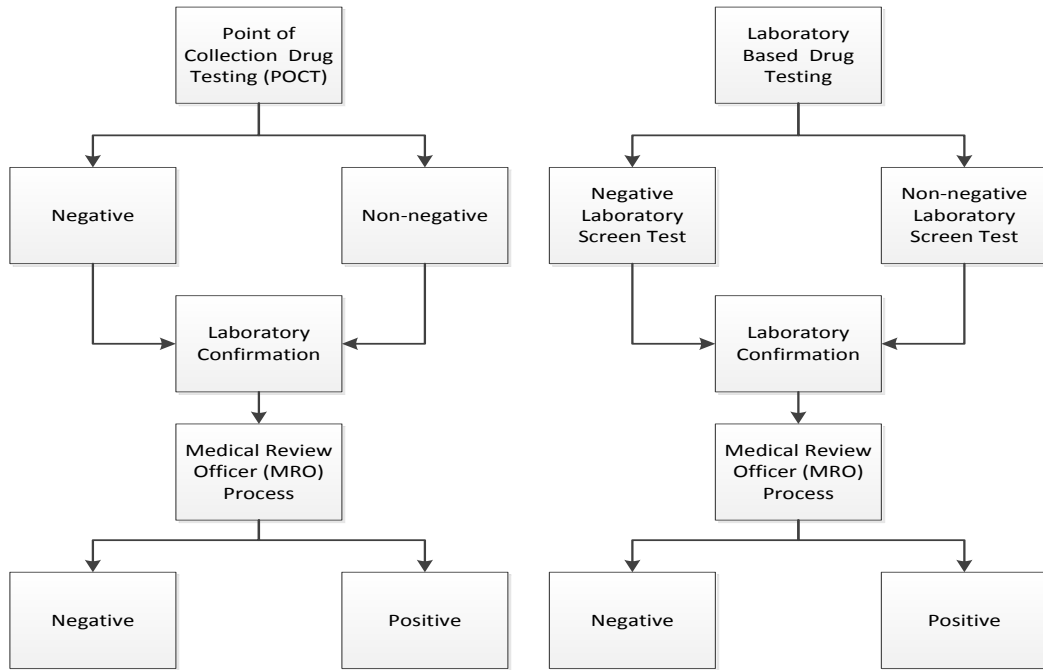
*A ng/ml means nanograms per millilitre. A nanogram is one billionth of a gram. A millilitre is one thousandth of a litre.

1. Methylenedioxymethamphetamine
2. Methylenedioxyamphetamine

In certain situations, the testing program may include other drugs either on the direction of the Substance Abuse Expert or OH&W, or as identified as unique to particular Asset team or business requirements. Before additions can be made to a testing program, the benefits and objectives of the additions must be defined, and a laboratory qualified to complete the testing must be contracted and advised of the Company's cut-off levels for the newly added drugs.

Initial fitness for duty drug screening results through Point of Collection drug Testing (POCT) will be provided and verified through laboratory testing and Medical Review Officer (MRO) process. In the event the laboratory/MRO process produces a different fitness for duty result than the initial drug screen, the Cenovus representative will be notified immediately.

Figure 4: Drug Testing Results



POCT Tests are sent for Laboratory Confirmation Testing and MRO Review
 Negative Results – Workers are fit for work
 Non-negative or Positive – Workers are unfit for work

Appendix B: Alcohol and Drug Testing Services

eScreen’s Canada ULC is Cenovus’s Third Party Administrator (TPA) for alcohol and drug testing.

On-site alcohol and drug testing services are available at Foster Creek, Christina Lake, and Narrows Lake. If on-site services are being used, the completion of eScreen’s Canada ULC’s alcohol and drug testing intake process and subsequent forms will be required at the Health Centre at the time of testing.

If there are no on-site services available, contact eScreen Canada ULC at 1.888.378.4832 to make testing arrangements. The following information will be required at the time of referral:

- Confirmation that the individuals to be tested are Cenovus employees
- Name and phone number of the referral source
- Cenovus asset, activity and work location
- Time of incident (NOTE: requirements are for alcohol testing within 8 hours and drug testing within 32 hours of the incident)
- Name of donors (employees to be tested)
- Mobile or clinic collection
- Location and directions to the worksite (for the mobile collector, if required)
- Closest city or town
- Additional site contact person’s name and phone number, if required (e.g. if the mobile collector needs to be granted access on to the site)

When testing is required, ensure the donor(s) is aware of the following:

- Donors are required to provide a specimen sample (urine) at the testing facility. Failure to do so will result in waiting up to three hours until such time as a sample can be provided.
- Donors will be required to produce photo identification (e.g. Driver’s License) prior to testing.
- Donors will be required to sign release forms and a custody/control form at the collection site.
- Donors are not allowed to consume alcohol or use drugs, and will only be allowed to consume medications in accordance with the Alcohol & Drug Standard, until after the test has been completed or until they are advised a test is not required.
- Refusal or inability to submit samples for testing is considered a violation of Cenovus’s Alcohol and Drug Program.
- Donors who require testing are relieved of work responsibilities until their fitness for duty is confirmed.
- Donors to be tested are transported to testing facility or provided waiting area if mobile services are being used.
- Donors must be supervised at all times until testing is conducted.

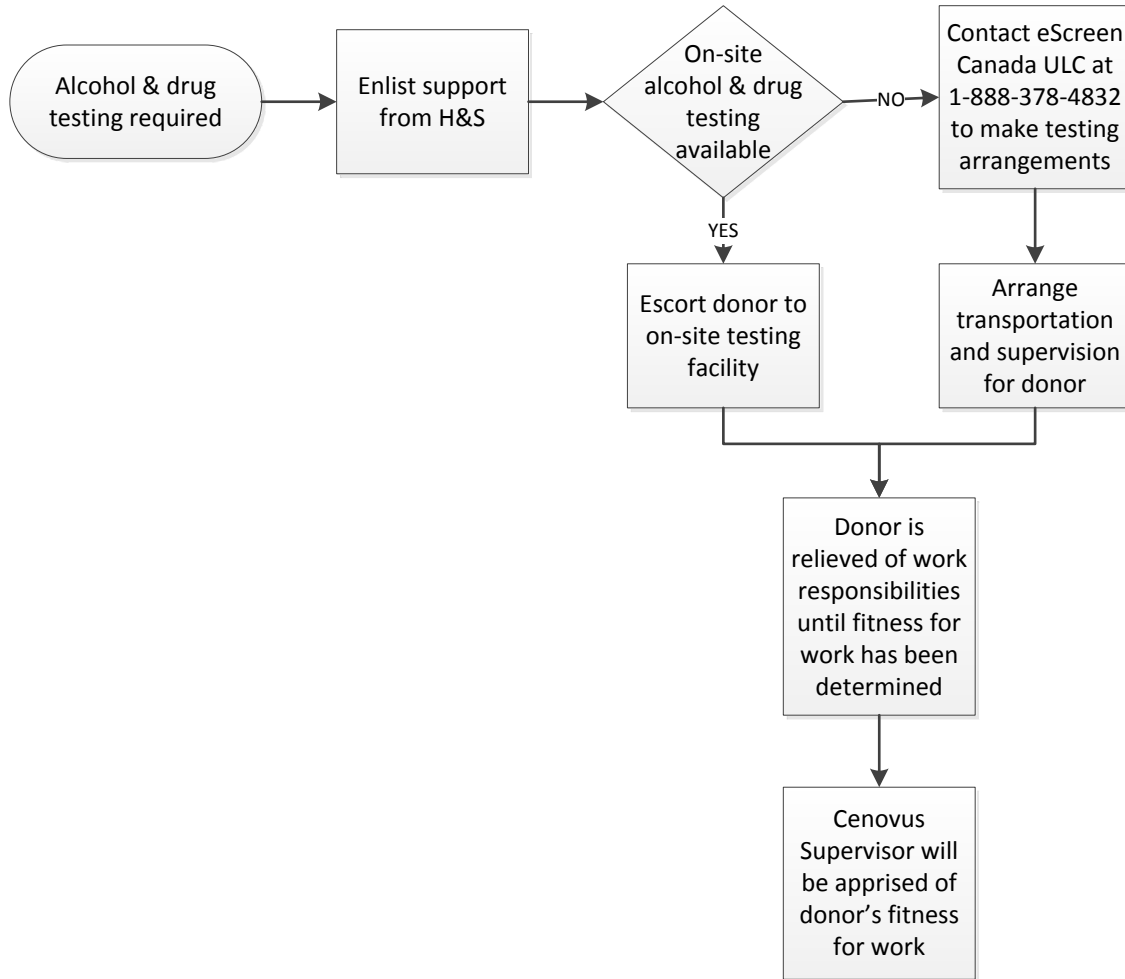
Post-testing actions:

- Employees are temporarily suspended from work until a fitness-for-duty notification from eScreen Canada ULC is received (within four hours of the test being administered) by their Supervisor or another designated Cenovus Representative.
- Employees can resume working once they are deemed fit based on the breath alcohol testing and the initial (POCT) drug testing notification. Confirmation of the

employee’s fitness for duty via laboratory based testing is required after the POCT drug test and will be communicated by OH&W to the Supervisor within 5 business days (see Figure 4 - Drug testing results).

- Employees deemed unfit for duty are relieved of their duties and Human Resources/OH&W should be contacted.

Figure 5: Alcohol and Drug Testing for Safety-Sensitive Workers



Collection and administration of tests must be performed by trained collection agents. Samples must be collected within eight hours after the incident for an alcohol test and 32 hours after the incident for a drug test.

Appendix C: Alcohol & Drug Testing Procedure Summary

Circumstance	Response/Actions (Supervisor)	Resources
<p>A supervisor observes a safety-sensitive worker displaying physical signs or behaviours that causes suspicion of alcohol or drugs use.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If you suspect that the worker is unfit for duty safely remove the worker from that situation <input type="checkbox"/> Enlist support from H&S or another Cenovus representative (i.e. Security) to discuss your observations/concerns and get a second opinion <input type="checkbox"/> Document your observations <input type="checkbox"/> Refer to the Cenovus Alcohol & Drug Testing Procedure to determine if testing is appropriate <input type="checkbox"/> Complete the Reasonable-Grounds Alcohol and Drug Rationale Form <input type="checkbox"/> If testing is appropriate, engage Health & Safety for assistance <input type="checkbox"/> Relieve worker of his/her work responsibilities until fitness for duty has been determined 	<ul style="list-style-type: none"> • H&S and Security representatives • Cenovus Integrity Helpline: 1.877.760.6766 • eScreen Canada: <ul style="list-style-type: none"> ○ on-site testing services at Christina Lake, Deep Basin and Foster Creek ○ off-site testing (Appendix B) • Alcohol & Drug Testing Procedure • Reasonable-Grounds Alcohol & Drug Testing Rationale Form
<p>A supervisor believes a safety-sensitive worker's involvement (act or omission) in an incident or near miss was affected by alcohol and drug use</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Determine if the workplace incident had an impact rating (actual or potential) of 2 or greater and whether the worker's act or omission caused or contributed to incident <input type="checkbox"/> Refer to the Cenovus Alcohol & Drug Testing Procedure to determine if testing is appropriate <input type="checkbox"/> Complete the Post-Incident Alcohol & Drug Testing Rationale Form for any incident impact rating (actual or potential) is 2 or greater <input type="checkbox"/> If testing is appropriate, engage Health & Safety for assistance <input type="checkbox"/> Upload the completed rationale form into the supplemental information and complete the applicable IMS fields <input type="checkbox"/> Relieve worker of his/her work responsibilities until fitness for duty has been determined 	<ul style="list-style-type: none"> • H&S representatives • eScreen Canada: <ul style="list-style-type: none"> ○ on-site testing services at Christina Lake, Deep Basin and Foster Creek ○ off-site testing (Appendix B) • Incident Management COMS Standard • Incident Management System (IMS) • Alcohol & Drug Testing Procedure • Post-Incident Alcohol and Drug Testing Rationale Form
<p>A worker is entering a safety-sensitive position</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Contact Human Resources and determine whether the position is safety-sensitive using the Safety-Sensitive Position Guideline <input type="checkbox"/> Refer to the Cenovus Alcohol & Drug Testing Procedure to determine if testing is appropriate <input type="checkbox"/> Have Human Resources initiate pre-assignment drug testing for the safety-sensitive individual 	<ul style="list-style-type: none"> • HR Business Partners & Analysts • Alcohol & Drug Standard • Safety Sensitive Position Standard • Alcohol and Drug Testing Procedure

Circumstance	Response/Actions (Supervisor)	Resources
<p>A safety-sensitive worker is suspected of possessing or offering for sale prohibited drugs, drug paraphernalia, alcohol or devices for tampering with alcohol and drug testing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Enlist support of Cenovus Security or Health & Safety if you suspect a violation of Cenovus’s Alcohol and Drug Program <input type="checkbox"/> Refer to the Cenovus Alcohol & Drug Testing Procedure to determine if testing is appropriate 	<ul style="list-style-type: none"> • H&S and Security representatives • Cenovus Integrity Helpline 1.877.760.6766 • Alcohol & Drug Testing Procedure • Reasonable-Grounds Alcohol & Drug Testing Rationale Form • eScreen Canada: <ul style="list-style-type: none"> ○ on-site testing services at Christina Lake, Deep Basin and Foster Creek ○ off-site testing (Appendix B)
<p>A safety-sensitive worker refuses to be tested for alcohol or drugs</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remove employee from worksite and contact Cenovus Human Resources, as a refusal to comply with a testing request is considered as a violation of Cenovus Alcohol and Drug Policy <input type="checkbox"/> Notify Cenovus Security or appropriate site personnel of non-compliance status of the worker to ensure site access is suspended 	<ul style="list-style-type: none"> • Alcohol & Drug Standard • Cenovus Security representatives • HR Business Partners & Analysts
<p>A safety-sensitive worker tests negative for alcohol or drugs</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Return employee to work without discipline 	<ul style="list-style-type: none"> • Alcohol & Drug Standard
<p>A safety-sensitive worker tests positive for alcohol or drugs</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remove employee from worksite and contact Cenovus Human Resources, as a confirmed positive test result is considered a violation of Cenovus Alcohol and Drug Policy <input type="checkbox"/> Notify Cenovus Security or appropriate site personnel of any unfit-for-duty status to ensure site access is suspended <input type="checkbox"/> Discipline will be case-specific and determined by the Asset team in consultation with Human Resources, Health & Safety and Legal 	<ul style="list-style-type: none"> • Cenovus Security representatives • Occupational Health • Cenovus Legal • HR Business Partners & Analysts • Alcohol & Drug Standard