

Title of internal regulatory document:	Standard of AB Ignitis Gamyba for Testing Intoxication (Drunkenness) by Psychotropic Substances
Process name:	Testing for Intoxication (Drunkenness) by Psychotropic Substances
Process owner (unit)	Occupational Safety and Health department
Validating company	AB Ignitis gamyba
Position/body of approver	Head of the Company
Effective date	From the date of approval of the document

STANDARD OF AB IGNITIS GAMYBA FOR TESTING INTOXICATION (DRUNKENNESS) BY PSYCHOTROPIC SUBSTANCES

1. PURPOSE AND SCOPE OF APPLICATION

- 1.1. The purpose of this standard is to regulate the determination of intoxication (drunkenness) or impairment by psychotropic substances and the suspension from duties of employees of the Company or external organisations when such individuals are intoxicated (drunk) or impaired by psychotropic substances within the Company's premises or facilities during or outside working hours (after the end of the working day, on rest days or on public holidays).
- 1.2. This standard applies to all employees of the Company and employees of external organisations.

2. DEFINITIONS AND ABBREVIATIONS

- 2.1. The glossary of terms contains general terms: Employee, DSS, Line Manager.
- 2.2. **Breathalyser** – a specialised technical device, the metrological verification whereof has been carried out in accordance with the procedure laid down by the legislation, used for testing intoxication (drunkenness) by measuring the concentration of ethyl alcohol in exhaled air.
- 2.3. **Security Guard** – an employee of a company responsible for the security of the Company's facilities or an official of a state institution.
- 2.4. **Intoxication** – a mental state or behavioural disorder caused by psychotropic substances (narcotic or psychotropic substances, methyl, propyl, butyl, amyl, hexyl alcohols, and others), excluding ethyl alcohol.
- 2.5. **Company** – AB Ignitis gamyba.
- 2.6. **OSH Department (OSHD)** – the Occupational Safety and Health Department.
- 2.7. **Shift Supervisor (EPV)** – the supervisor of the power plant shift.
- 2.8. **External Organisation** – a natural or legal person performing work in the Company under agreements concluded with the Company, including subcontractors, sub-subcontractors, other third parties, and tenants of premises owned by the Company.
- 2.9. **Medical Examination** – actions performed by healthcare institutions to determine intoxication (drunkenness) or impairment due to psychotropic substances, assessing whether a person is intoxicated or impaired.
- 2.10. **Intoxication (drunkenness)** – the state of a person under the influence of alcohol when the alcohol concentration in biological fluids – exhaled air, blood, urine, saliva, or other body fluids – exceeds the standard set by the Company's internal regulations (0.00 per mille).
- 2.11. **Testing for Intoxication (drunkenness)** – actions performed using a breathalyser to determine whether the person being tested is under the influence of alcohol, based on the concentration of ethyl alcohol in exhaled air.
- 2.12. **Standard** – the AB Ignitis gamyba standard for testing intoxication (drunkenness) or impairment by psychotropic substances, as described in this document.
- 2.13. **BSD** – Business Security Department.

3. GENERAL PROVISIONS

- 3.1. Every Employee must comply with the requirements set forth in the Company's internal regulations and be able to act appropriately in various situations related to the prevention of alcohol and psychotropic substance use.
- 3.2. Employees and external organisation employees are considered intoxicated if their exhaled air, blood, or other biological fluids contain an ethyl alcohol concentration exceeding 0.00 per mille during working or non-working hours on the Company's premises or facilities.
- 3.3. Employees and external organisation employees are prohibited from:
- 3.3.1. Being intoxicated (drunk) and/or impaired by psychotropic substances on the Company's premises or facilities.

- 3.3.2. Bringing or introducing alcoholic beverages and/or psychotropic substances into the Company's premises or facilities.
- 3.3.3. Consuming alcoholic beverages and/or psychotropic substances on the Company's premises or facilities during or outside working hours;
- 3.3.4. Employees under the influence of alcohol or psychotropic substances are prohibited from working, regardless of whether the alcohol and/or psychotropic substances were consumed in the workplace or during working hours, or if the employee was affected by them at another location or time outside of work.
- 3.4. Every Employee who observes another employee or an external organisation Employee who appears to be intoxicated (drunk) or impaired by psychotropic substances must report this to their Direct Manager, the BSD, or the OSH Department and take measures to prevent a potential accident.
- 3.5. Security Guards are authorised to detain and, when possible, test individuals suspected of being intoxicated (drunk) or impaired by psychotropic substances within the Company's premises.
- 3.6. Upon detaining an individual, Security Guards must immediately inform the BSD and OSH Department.
- 3.7. Direct Managers, OSH Department, Shift Supervisors, and the BSD have the right to initiate and/or conduct tests for intoxication (drunkenness) or impairment of Employees and external organisation employees at any time of day or night within the Company.
- 3.8. An Employee must compensate the Company for any damage caused through their fault if the damage was caused while the Employee was intoxicated or impaired by psychotropic substances.

4. PROCEDURE FOR TESTING EMPLOYEE INTOXICATION (DRUNKENNESS) OR IMPAIRMENT

- 4.1. Tests for intoxication or impairment must be conducted by at least two Employees: The Direct Manager or a person appointed by them, and at least one Employee from the OSH Department, the BSD, or Shift Supervisor.
- 4.2. If the test is initiated by the OSH Department, the BSD, or the Shift Supervisor, the Direct Manager of the tested Employee must be informed.
- 4.3. The testing procedure is carried out at Company-owned facilities.
- 4.4. The Direct Manager of the tested Employee ensures the Employee's participation in the testing process.
- 4.5. The results of the testing are recorded and signed in the Employee Intoxication (drunkenness) Testing Report (Annex 1 of the Standard).
- 4.6. Employee intoxication (drunkenness) is determined using breathalysers. If the test indicates that the Employee is intoxicated (drunk) (breathalyser readings exceed the allowable limit of 0.00 per mille), the Direct Manager or their appointed person drafts a Statement on Suspension from Work Due to Intoxication (Drunkenness) and/or Impairment by Psychotropic Substances (Annex 2 of the Standard, hereinafter referred to as the Statement on Suspension) and the Employee is suspended from work in accordance with the procedures outlined in Section 6 of the Standard.
- 4.7. If the Employee disputes the results of the Breathalyser test, their Direct Manager or an authorised person must transport the Employee to a healthcare facility for a medical examination within one hour. The Employee must submit (or send) the medical facility's certificate with test results to their Direct Manager no later than the next working day after the issuance of the certificate.

5. PROCEDURE FOR TESTING INTOXICATION (DRUNKENNESS) OR IMPAIRMENT WHILE WORKING REMOTELY

- 5.1. If an Employee working remotely appears intoxicated (drunk) (under the influence of alcohol) or impaired by psychotropic substances, the signs specified in Section 6.2 of this Standard may be assessed via a video communication system. The conversation must be recorded, and it must involve the Direct Manager of the Employee being tested, along with a representative from the OSH Department and/or the BSD. The Employee must join the conversation immediately upon receiving the invitation.
- 5.2. If a remotely working Employee suspected of being intoxicated (drunk) (under the influence of alcohol) or impaired by psychotropic substances cannot be contacted, fails to join the conversation specified in Section 5.1 of this Standard, or if suspicions of intoxication (drunkenness) or impairment persist during the conversation, the Direct Manager, OSH Department, or BSD representative must immediately draft a Statement on Suspension and a Referral for Medical Examination to Determine Intoxication (Drunkenness) or Impairment by Psychotropic Substances (Annex 4, hereinafter referred to as the Referral for Medical Examination) in accordance with the procedure set forth in Section 6 of the Standard.
- 5.3. The Employee shall be obliged to go to a personal health care facility and undergo a Medical Examination not later than 1 (one) hour after the issue of the Referral for Medical Examination.

6. PROCEDURE FOR SUSPENDING AN EMPLOYEE FROM WORK ON THE GROUNDS OF DRUNKENNESS OR INTOXICATION WITH PSYCHOACTIVE SUBSTANCES AND REFERRAL FOR MEDICAL EXAMINATION

6.1. If an Employee is found at work intoxicated (drunk) (under the influence of alcohol) or impaired by psychotropic substances, they are prohibited from working on that day (or shift), and no wages are paid for this time.

6.2. Before initiating the procedure for suspension from work due to intoxication (drunkenness) or impairment, signs must be assessed to determine whether there is reasonable suspicion that the individual is intoxicated or impaired by psychotropic substances, including:

6.2.1. Smell of alcohol emanating from the mouth;

6.2.2. Inappropriate behaviour (e.g., excitement, irritability, aggression, lethargy, or other indicators);

6.2.3. Slurred speech;

6.2.4. Uncoordinated movements or unstable posture;

6.2.5. Other observable signs.

6.3. A Statement on Suspension must be drafted in the following cases:

6.3.1. If a breathalyser test confirms that the Employee is intoxicated (drunk) (breathalyser readings exceed the permissible limit of 0.00 per mille);

6.3.2. If a breathalyser test confirms that the Employee is sober (breathalyser readings at 0.00 per mille), but there is a reasonable suspicion that the Employee is under the influence of a psychoactive substance, based on the assessment of the indications referred to in sub-paragraph 6.2 of this Standard;

6.3.3. If, based on the signs outlined in Section 6.2 of this Standard, there is reasonable suspicion that the Employee is intoxicated (drunk) (under the influence of alcohol) and it is not possible to perform an intoxication (drunkenness) test due to the unavailability, incomplete condition, or expired metrological certification of the breathalyser; if the Employee refuses to undergo a breathalyser test; or if the test cannot be conducted for objective reasons (e.g., in the scenario described in Section 5.2 of this Standard).

6.4. Upon reviewing the Statement on Suspension, the suspended Employee is asked to sign it, indicating their agreement or disagreement with the suspension from work due to intoxication (drunkenness) or impairment.

6.5. In the cases specified in Sections 6.3.2–6.3.3 of the Standard, as well as when an Employee refuses to sign the Statement on Suspension on the grounds of denying intoxication (drunkenness) (under the influence of alcohol) or impairment by psychotropic substances, a Referral for Medical Examination must be drafted immediately.

6.6. The Direct Manager or an authorised representative must, within one (1) hour of identifying the intoxication (drunkenness) or impairment, either personally escort or arrange for the transportation of the potentially intoxicated (drunk) or impaired Employee to a healthcare institution for a medical examination, except in cases where the Employee is working remotely.

6.7. If the Employee suspended from work refuses to undergo the medical examination, this refusal must be recorded in the Statement on Suspension. In such cases, the employer may substantiate the Employee's intoxication (drunkenness) (under the influence of alcohol) or impairment using other employees' statements, evidence from healthcare professionals, witness testimonies, written records, or other means permitted under the laws of the Republic of Lithuania.

6.8. The Company covers the cost of the medical examination unless the Employee undergoes the examination on their own initiative, in which case the Employee bears the cost.

6.9. The Employee must submit (or send) the medical certificate with examination results to the Direct Manager no later than the next business day following the certificate's issuance.

6.10. If the Employee refuses to undergo the medical examination and/or fails to provide a certificate from a healthcare institution, it is deemed that the Employee was intoxicated (drunk) (under the influence of alcohol) or impaired by psychotropic substances.

6.11. After drafting the Statement on Suspension, the Direct Manager must issue the Employee a Request for Explanation regarding a potential breach of work duties (Annex 3) (hereinafter referred to as the Request for Explanation). The Employee must submit (or send) a written explanation in free form to the Direct Manager no later than the next business day following receipt of the Request for Explanation. The Direct Manager must note in the Statement on Suspension whether the Employee provided an explanation or refused to do so.

6.12. The Statement on Suspension, the Request for Explanation, and the Employee's written explanation must be forwarded by the Direct Manager or their authorised representative to the Employment Relations Administration Unit of UAB Ignitis grupė Service Center for further procedures concerning the potential breach of work duties.

6.13. The suspended Employee must be escorted off the Company's premises. The EPV must inform the senior security officer about the suspended Employee to ensure that the Employee is denied access to the Company's premises during the suspension period.

6.14. If the suspension exceeds one day (or shift), the suspended Employee's Direct Manager or authorised representative must inform the BSD about the suspension and its duration. The Company's internal work rules must then be followed.

7. ORGANISATION OF INTOXICATION (DRUNKENNESS) OR IMPAIRMENT TESTING FOR EMPLOYEES OF EXTERNAL ORGANISATIONS

7.1. Any Employee or External Organisation's employee who observes an External Organisation's employee potentially intoxicated (drunk) (under the influence of alcohol) or impaired by psychotropic substances must report this to the OSH Department, BSD, or EPV.

7.2. The OSH Department, the BSD, or EPV, upon receiving a report, conducts Breathalyser testing for intoxication (drunkenness) (alcohol consumption) of employees of External Organisations. During the intoxication (drunkenness) testing of an employee of an External Organisation, at least one employee from the OSH Department, BSD, or EPV must be present. If it is determined that the concentration of ethanol in the exhaled air of an employee of an External Organisation exceeds 0.00 ‰ and/or other signs of intoxication (alcohol consumption) or impairment (drunkenness) specified in Section 6.2 of the Standard are observed:

7.2.1. The representative of the External Organisation's employee is informed immediately;

7.2.3. If the Breathalyser test determines that the employee of the External Organisation is intoxicated (drunk) (under the influence of alcohol), a Report on Violation of Safety Requirements by External Organisations (Annex 5 of the Standard) is prepared;

7.2.4. The representative of the External Organisation ensures that the intoxicated (drunk) (under the influence of alcohol) or potentially impaired employee safely leaves the Company's premises/territory;

7.2.5. If intoxication (drunkenness) or impairment by psychotropic substances is determined during testing or a medical examination, penalties stipulated in the contract with the Company are applied for each confirmed case;

7.2.6. The External Organisation must present the OSH Department of the Company with a certificate issued by a healthcare institution, containing the test results, no later than the next business day following the issuance of the certificate.

8. MAINTENANCE OF THE BREATHALYSER

8.1. The OSH Department is responsible for the procurement, storage, and metrological verification of the Breathalyser.

8.2. Only metrologically verified Breathalyser devices may be used to measure alcohol concentration.

8.3. It is prohibited to use a Breathalyser that has not been metrologically verified, is incomplete, or whose metrological verification documents have expired.

9. FINAL PROVISIONS

9.1. In accordance with the Rules of Procedure approved by the Head of the Company, appearing drunk or under the influence of narcotic, toxic or psychotropic substances at the workplace during working hours (an Employee shall be deemed to be under the influence of alcohol or narcotic, toxic or psychotropic substances if the Employee's body is found to be under the influence of alcohol or narcotic, toxic or psychotropic substances in any amount (more than 0.0, 00 (zero) ‰) or if the employee refuses testing for intoxication or impairment and fails to visit a healthcare institution for a medical examination within one (1) hour from the refusal or issuance of the Referral for Medical Examination, or fails to provide the employer with a certificate containing the examination results) is considered a gross breach of work duties.

9.2. If suspicions that an employee or an employee of an External Organisation is intoxicated (drunk) or impaired by psychotropic substances are not confirmed, the employee is allowed to resume work, and employees of External Organisations are allowed to continue their activities. In such cases, the Direct Manager informs the Employment Relations Administration Unit of UAB Ignitis grupė Service Centre, and the employee is paid wages for the workday (shift).

9.3. Documents and data (the Statement on Suspension, Request for Explanation, etc.) collected during the intoxication and/or impairment testing of the employee are stored in the HR Management System in compliance with the requirements and timelines established by legal acts.

9.4. All Company employees are responsible for complying with the requirements of the Standard.

9.5. The OSH Department is responsible for updating the Standard.

9.6. Upon the approval of this Standard, the order of the Director General of AB Lietuvos energijos gamyba, dated 29 December 2017, No. IS-102, titled "On the Approval of the Procedure for Testing the Intoxication

(Drunkenness) (Alcohol Consumption) or Impairment by Psychotropic Substances of Employees of AB Lietuvos energijos gamyba," ceases to be effective.

10. ANNEXES

Annex 1. Protocol for Employee Intoxication (Drunkenness) (Alcohol Consumption) Testing;

Annex 2. Statement on Suspension from Work Due to Intoxication (Drunkenness) (Alcohol Consumption) or Impairment by Psychotropic Substances;

Annex 3. Request for an Explanation Regarding a Possible Breach of Work Duties;

Annex 4. Referral for Medical Examination to Determine Intoxication (Drunkenness) or Impairment by Psychotropic Substances;

Annex 5. Statement on Identifying a Violation of Safety Requirements by External Organisations.

Annex 6. Testing Scheme for Intoxicated (Drunk) or Impaired Company Employees;

11. RELEVANT LEGAL ACTS

11.1. *Work Regulations*;

11.2. *Occupational Safety and Health Policy of AB Ignitis Grupė Group of Companies*;

11.3. *Order of the Minister of Health of the Republic of Lithuania No V-505 of 20 June 2006 "On Approval of Methodologies for Medical Examination for Determination of Drunkenness or Intoxication from Psychoactive Substances and for the General Assessment of a Person's Condition"*;

11.4. *Resolution No 452 of the Government of the Republic of Lithuania of 12 May 2006 "On the Approval of the Rules for Determination of Drunkenness or Intoxication of Persons Driving Vehicles and Other Persons and the Determination of the Permissible Ethyl Alcohol Concentration during Work or Independent Activities"*.

PROTOCOL FOR TESTING EMPLOYEE INTOXICATION (DRUNKENNESS)

Breathalyser: *(make, model, number)*

_____ *(testing date and time) (hour and minute)*

Certificate number:

Metrological verification: *(verification date and validity)*

Company division, external organisation, or other entity

No.	Employee's name and surname	Breathalyser readings	Signature (I accept the results of the inspection)	Observations
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Participated in the examination:

(position title) (signature) (full name)

STATEMENT ON SUSPENSION FROM WORK DUE TO INTOXICATION (DRUNKENNESS) AND/OR IMPAIRMENT BY PSYCHOTROPIC SUBSTANCES		
Suspended Employee: (full name, position title)		
Working hours of the suspended employee on the suspension day according to the schedule:		
Signs indicating possible intoxication or impairment by psychotropic substances: (mark X)		
Smell of alcohol from the mouth <input type="checkbox"/>	Other (enter)	
Slurred speech <input type="checkbox"/>		
Uncoordinated movements, unsteady posture <input type="checkbox"/>		
The employee agreed to undergo a breathalyser test: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Results of alcohol determination in exhaled air using the breathalyser: (enter)		
Date of observation of the symptoms (year, month, day), time (hours, minutes)		
Breathalyser model and number		
Date of breathalyser's metrological inspection and its validity		
Date and time of the breathalyser test (hour, min		
Breathalyser reading, in per mille		
Observed symptoms verified by:		
Position, name, surname, and signature	Position, name, surname, and signature	Position, name, surname, and signature
Time of drafting the statement: 20__-__-__:__ h.		
The employee is informed that:		
<p>1. The employee is suspended from work due to observed symptoms indicating intoxication or impairment by psychotropic substances.</p> <p>2. The suspension is conducted in accordance with the provisions of the Standard for Testing Intoxication (drunkenness) (Alcohol Consumption) or Impairment by Psychotropic Substances of AB Ignitis gamyba.</p> <p>3. The employee is also informed that if the suspected intoxicated employee refuses to undergo a breathalyser test or disagrees with the breathalyser readings, they have the right to contact a preferred healthcare institution and request, at their own expense, a medical examination to determine intoxication (drunkenness). In such a case, the examination by the healthcare institution must be conducted no later than within 1 (one) hour from the time the Referral for Medical Examination is issued. The employee must provide (or send) the healthcare institution's certificate with the examination results (hereinafter referred to as the Certificate) to their direct supervisor no later than the next working day after the examination. If the employee fails to submit the Certificate by the next working day after it is issued, it is deemed that the employee was intoxicated.</p> <p>4. If the employee arrives at work under the influence of alcohol, narcotic, psychotropic, or toxic substances, the employer shall suspend the employee from work on that day (shift), prohibit them from performing their duties, withhold their wages, and may apply other measures provided under Article 49 of the Labour Code of the Republic of Lithuania.</p>		
Suspended employee's record of acknowledgment of the Statement on Suspension:		

(I acknowledge and agree/do not agree with the suspension from work; reasons for disagreement)		
Position, name, surname, and signature		20__-__-__:__ h. Date Time
The employee refused to acknowledge the Statement on Suspension (the employees drafting the act shall sign).		
Position, name, surname, and signature	Position, name, surname, and signature	Position, name, surname, and signature
Follow-up actions and records:		
The employee was issued a requirement to provide an explanation. <input type="checkbox"/> Date and time:		
The employee refused to accept the requirement to provide an explanation. <input type="checkbox"/>		
A referral was issued to a healthcare institution for determining intoxication or impairment by psychotropic substances. Yes <input type="checkbox"/> No <input type="checkbox"/>		
The employee refused to travel using official transport. Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other important information		
Statement drawn up by		
Position, name, surname, and signature	Position, name, surname, and signature	Position, name, surname, and signature

Employee's explanation received <input type="checkbox"/> Date and time:
The employee refused to provide an explanation. <input type="checkbox"/>

Position title, full name of line manager

Division name
Position title
To [Name, Surname]:

REQUIREMENT
NOTICE TO PROVIDE EXPLANATION REGARDING POSSIBLE BREACH OF WORK DUTIES

20 _____
(issue date)

(place of issue)

We hereby inform you that there is evidence suggesting that your actions may have constituted a breach of work duties.

On 20 _____ a _____ service note/report/information or similar has been received, indicating that, or following _____ inspection, it was determined that on [20_ _____], you committed or failed to commit certain actions (specify the exact breach of work duties and how it was determined).

With these actions, you violated or may have violated specific requirements/ points of internal/ external legal acts or these actions contradict provisions of certain internal/external legal acts. (specify which requirements of which specific legislation have been violated).

These actions resulted in the following negative consequences: (e.g., caused damage to the Company/ client/third party, posed a threat to human life and safety, damaged the Company's reputation, breached contractual obligations, or failed to properly perform assigned functions/ duties).

Additionally, your actions constitute a gross breach of work duties as defined in _____ point of the Company's work rules and Article 58(2) _____ of the Labor Code of the Republic of Lithuania (hereinafter referred to as the Labor Code).

Considering these circumstances and pursuant to Article 58(4) of the Labour Code, we request that you provide a written explanation regarding the alleged breach of work duties by 20 _____ (specify recipient and deadline date and time) indicating all the circumstances known to you, and answer the following questions:

1. _____
2. _____

Failure to submit a written explanation by the specified deadline will result in the issue of liability for the alleged breach of work duties being decided without your explanation.

Please be advised that if it is determined that the employee committed a breach of work duties, the employee may be warned about potential dismissal for a second such breach or may face termination of the employment contract without notice if the breach is deemed gross or if it is a second such breach within the last twelve months (Article 58(2)(1), (2) of the Labour Code).

ENCLOSED: _____

Responsible person

Full name

I have received copy 1* of the claim:

Full name	Date	Signature
-----------	------	-----------

(Note *- The notice must be issued in duplicate)

REFERRAL FOR MEDICAL EXAMINATION TO DETERMINE INTOXICATION (DRUNKENNESS) OR IMPAIRMENT BY PSYCHOTROPIC SUBSTANCES

20_____. No._____
_____h._____min.

(place of issue)

Employee

(full name)

(date of birth)

(workplace)

Is sent to

(name, address of the personal health care establishment)

for a medical examination to determine drunkenness or intoxication due to psychoactive substances

Reason for referral

(suspicion of intoxication by alcohol or psychotropic substances.)

(position title of employer's representative, other authorised person) (signature) (full name)

(name, address, and code of healthcare institution)

--	--	--	--	--	--	--	--	--	--

The employee was transported to the healthcare institution (ARRIVED)*:

20_____h._____min.
(completed by the healthcare institution employee)

**If the employee works remotely.*

(Name of the external organisation)

**REPORT ON THE IDENTIFICATION OF A BREACH
OF A SAFETY REQUIREMENT OF EXTERNAL
ORGANISATIONS**

(date)

(Place)

202 _____
(date) (Name of the company's facility/workplace)

To the representative of AB Ignitis Gamyba _____
(Full name, position title)

after performing _____ the inspection of

_____ (Name of external organisation) (Name, location, address of the facility)

Employee of the external organisation

(Full name, position title)

recorded at _____ (Annex 1 attached).
(Breathalyser readings, other)

_____ representative, _____

(name of the external organisation) (Full name, position title)

_____, informed of the incident,

**Employee of the external
organisation**

(Full name, position title)

Left the facility/territory of AB Ignitis Gamyba _____.
(Time)

Report completed by:

Representative of AB Ignitis Gamyba: _____
(Signature) (position title, full name of the employee)

(Name of the external organisation) (Signature) (position title, full name of the employee)

**The external organisation's employee, who was found to be impaired
(intoxicated)**

(position title, full name of the external organisation's employee, date, and handwritten acknowledgment of the breach of safety requirement (I have read and agree with the report, signature)

We confirm that the employee refused to familiarise with the report*

(position title) (signature) (full name)

(position title) (signature) (full name)

* To be filled in if the suspended employee refuses to familiarise with the report.

SCHEME FOR CHECKING THE COMPANY'S EMPLOYEES WHO ARE INTOXICATED (DRUNK) OR IMPAIRED BY PSYCHOTROPIC SUBSTANCES



