

# Alcohol & Drug Practice (CAN)

As stated in Ovintiv's Alcohol & Drug Policy (the Policy), Ovintiv is committed to protecting the health and safety of all individuals affected by our activities and the communities in which we live and operate. The use of alcohol and drugs can adversely affect job performance, the work environment, as well as the safety of our workers and the general public.

This Canadian Alcohol & Drug Practice (this/the Practice) is part of Ovintiv's comprehensive approach to ensuring health and safety and supplements the Policy and its other related practices (collectively the Policy and Practices). This Practice is comprised of the following sections/topics:

- Accountability.
- Consumption of alcohol and use of drugs.
- Prevention and intervention.
- Violations.
- Incidents.
- Testing.
- Searches.

## Accountability

Accountability for prevention of and response to inappropriate consumption of alcohol and use of drugs is shared across all levels and areas of the company. Some of the specific roles and responsibilities include:

### Security

- Oversee and effect changes to the Policy and Practices.
- Develop and implement alcohol and drug compliance and audit procedures for contractors , and monitor compliance.
- Manage reasonable-grounds searches on Ovintiv property and worksites.

### EH&S

- Coordinate, and where appropriate, conduct incident investigations on behalf of the company.
- Support compliance with the Policy and Practices at Ovintiv sites.
- Participate in the review of contractor and service provider alcohol and drug policies and practices for compliance with Ovintiv's policies and practices.
- Develop and oversee alcohol and drug training programs.

### Operating Areas (OAs) and Functional Groups

- Implement the Policy and Practices across all OAs and functional groups.
- Assess and periodically review job categories in their areas to identify safety-sensitive positions and facilitate consistent use of this classification across the company.
- With engagement from EH&S, monitor OAs and determine appropriate testing is in place in areas that are considered "safety-sensitive".

### Human Resources Advisors

- Implement the Policy and Practices within OAs and functional groups.

- Consult with and provide guidance to supervisors on the selection and application of appropriate disciplinary actions.
- Support business in identifying safety-sensitive positions.
- Communicate to individuals offered safety-sensitive positions the associated medical requirements (including pre-assignment testing) prior to the start date.

### **Health and Disability**

- Oversee treatment, monitoring and return to work programs.
- Oversee alcohol and drug test results.
- Perform duties of the company testing administrator including liaison with the substance abuse expert (SAE).
- Support in the selection of the service provider for alcohol and drug testing and the medical review officer (MRO).
- Support and participate in development of alcohol and drug awareness training.
- Offer the Employee and Family Assistance Program (EFAP) and SAE services to employees who seek assistance with alcohol or drug problems.
- Support the business in determination of employee fitness-for-work and employee compliance with treatment recommendations.

### **Legal**

- Advise human resources, health and disability and other areas of the company on legal issues in relation to the Policy and Practices.
- Monitor legal issues, cases and decisions that might impact the Policy and Practices.
- Participate in determining the appropriateness of testing and conducting searches within the company.
- Provide guidance in the development and delivery of employee education materials.
- Participate in the review of contractor/service provider alcohol and drug policies and practices for compliance with Ovintiv's policies and practices.
- Consult with and provide guidance to human resources and supervisors on the selection and application of appropriate disciplinary actions.

### **Employee and Family Assistance Program (EFAP)**

- Provide confidential assessment counseling to employees and dependents.
- Provide recommendations for treatment and aftercare to employees.
- Perform fitness-for-work assessments of employees accessing treatment under the Policy and the Practice.
- Provide assistance in the development and delivery of employee education materials.

### **Substance Abuse Expert (SAE)**

- Complete substance abuse assessments on employees referred by health and disability.
- Provide assessment findings and fitness-for-work recommendations to health and disability.
- Recommend treatment and post-treatment care, including frequency and duration of follow-up testing to health and disability.
- Monitor employee compliance with treatment recommendations and provide feedback regarding ongoing fitness-for-work.

## Supervisors

- Set the example for their teams by complying with the Policy and Practices and making appropriate decisions regarding alcohol and drug use.
- Monitor the work performance of teams and coach employees to make appropriate decisions about alcohol and drug use.
- Ensure employees are aware of the EFAP.
- Support employees who have concerns about, or are experiencing negative consequences associated with, their personal alcohol or drug use by guiding them to appropriate resources (e.g., health and disability) while maintaining confidentiality as required under this Practice and Ovintiv's Privacy Policy and Employee Privacy Practice.
- In consultation with health and disability, human resources and legal, investigate situations where there are reasonable grounds to believe there has been a violation of the Policy and Practices (if applicable, EH&S and/or security may also be involved). Document all steps and actions taken.
- When alcohol and drug tests are required post-incident or on reasonable grounds, contact vendor to initiate alcohol and drug testing.
- Monitor contractor/service provider compliance and report violations of the Policy and Practices as well as situations where there are reasonable grounds to believe there has been a violation.

## Employees

Employees will perform their jobs safely and responsibly, and in all ways consistent with established company practices. In addition, all employees will:

- Read, understand and comply with the Policy and Practices.
- Be fit for work in compliance with the Policy and Practices:
  - Upon arrival at the worksite.
  - Throughout the workday or shift.
  - When on scheduled call.
  - When assisting emergency response efforts.
- Report immediately to a supervisor situations in which they are not fit for work, or where there are reasonable grounds to believe another employee, contractor or service provider may not be fit for work.
- Be aware of resources available and take responsibility for resolving personal alcohol and drug problems.
- Disclose to the company if they have concerns about, or are experiencing negative consequences associated with, their personal alcohol or drug use.
- Comply with SAE findings, including recommended alcohol and drug treatment programs.
- Report motor vehicle infractions related to impaired driving (and driving license suspensions of any nature) if driving is a condition of employment.
- Cooperate with any investigation into a possible violation of the Policy and Practice.

## Contractors and Service Providers

- Adopt and enforce alcohol and drug policy and practice(s) that are consistent with, and either meet or exceed the minimum requirements of Ovintiv's policy and practice.
- Provide proof of their applicable alcohol and drug policies and practice(s) upon request by Ovintiv, and cooperate with audits of those policies and practice(s) as required to ensure consistency with Ovintiv's policy and practice.

## Consumption of Alcohol and Use of Drugs

Regardless of when they are used, alcohol and drugs have the potential to impact an individual's performance. Ovintiv is concerned about the potential consequences to our business or operations resulting from inappropriate alcohol consumption or drug use by our employees, contractors, and service providers.

### Fitness for Work

All employees must arrive and remain fit for work while on company business, on company premises and when on scheduled call. Fit for work means being able to perform work duties in a safe, efficient, productive manner with no drugs or alcohol present in the body at or above established standards. To maintain fitness-for-work, all employees while on company business, on company premises and when on scheduled call, are prohibited from:

- Using or possessing any drug (i.e., any substance, whether legal or illegal, that has the potential to change or adversely affect the way a person thinks, feels or acts) contrary to the Policy or Practice.
- Using or possessing drug paraphernalia.
- Using or possessing prescription medications that are not prescribed to them.
- Using inappropriately any prescription or non-prescription medication that could cause impairment.
- Having a blood-alcohol content at or above 0.020.

### Safety-Sensitive Positions

Employees in safety-sensitive positions:

- Are prohibited from consuming any product containing alcohol during their regular work hours, during meals or breaks, and when on scheduled call.
- Are required to pass a drug test as a condition of pre-assignment.
- Are expected to consult with their personal physician to determine if the use of medication (both prescription and non-prescription) may cause potential performance impairment during work hours, before using such medication at work and/or before reporting for work under the influence of such medication.
- Are required to advise their supervisor and/or health and disability of medication use that may alter their fitness-for-work, before using such medication at work and/or before reporting for work under the influence of such medication.
- Are prohibited from using or possessing/distributing drugs, whether legal or illegal (subject to use of medications pursuant to the Practice), or alcohol on company premises or during their regular work hours, during meals or breaks or on scheduled call.
- Are prohibited from using or possessing drug paraphernalia and devices/products designed to alter drug test results commonly referred to as masking or adulterant agents.
- Are required to pass reasonable cause, post-incident, pre-access, return-to-work and post-treatment drug and alcohol testing when deemed appropriate in accordance with the Practice.

### Non-Safety-Sensitive Positions

- Employees who are not in safety-sensitive positions are also required to ensure their consumption of alcohol and use of medications during the workday is responsible, does not affect

their ability to perform their work and that they remain fit for work.

- Subject to use of medications pursuant to the Practice, employees are prohibited from using any drugs, whether legal or illegal, during the workday.
- Employees are expected to advise their supervisor and/or health and disability of medication use that may alter their fitness-for-work (particularly if driving a company vehicle is a part of their work duties), prior to attending or conducting any work.
- Are required to pass reasonable cause, post-incident, pre-access, return-to-work and post-treatment drug and alcohol testing when deemed appropriate in accordance with the Practice.

### **Alcohol and Drugs on Business Travel**

Provided fitness-for-work standards are maintained and safety-sensitive requirements are met bearing in mind the intent of this Practice, employees are permitted to:

- Responsibly consume alcohol when on company business away from the worksite (e.g., business travel, conference attendance).
- Responsibly consume alcohol on corporate and charter aircraft.
- Carry sealed containers of alcohol in the trunk of a personal vehicle when traveling on company business.

Notwithstanding this limited permitted use of alcohol, employees are prohibited from using drugs, whether legal or illegal, during the workday or while conducting company business, subject to the use of medications pursuant to this Practice.

### **Social Events**

To ensure responsible alcohol consumption at company-wide and other organized social events, event coordinators must implement reasonable measures as described under Ovintiv's Event and Special Occasions Guidelines.

The consumption, possession, distribution, offering or sale of alcoholic beverages at company-wide social events and organized internal group or team events must be pre-approved by the appropriate vice-president of the OA or functional group hosting the event.

Subject to the use of medications pursuant to this Practice, employees are prohibited from using drugs, whether legal or illegal, at social events.

### **Medications**

An employee will be permitted to use a prescription or over-the-counter (OTC) medication, and not violate the Policy or Practice if:

- For prescription medications, the medication is kept in its original container and is clearly labelled with the name of prescription drug and the employee's name.
- The employee has first consulted their personal physician or pharmacist to determine if use of the medication could have a negative impact on work performance and if there are appropriate steps to minimize associated risks.
- The employee is using the medication for its intended purpose and in the manner directed by the employee's physician, pharmacist, and/or the manufacturer of the medication.
- The use of the medication does not adversely affect the employee's ability to safely perform the

employee's duties.

- The employee has notified his/her supervisor and/or health and disability, before starting work, of any potentially unsafe side effects associated with the use of the medication, particularly if the medication can cause drowsiness or impairment and may affect the employee's work.
- The company has authorized the employee to use such medication (which may include work-related restrictions), and the employee works in the authorized manner.

Prior to an employee being permitted to work while using a medication, the company may require the employee to provide further information from the employee's medical provider regarding the nature of the medication and the nature and duration of any work modifications the employee may require. In particular, health and disability may consult, on a confidential basis, with the employee and their treating physician (with the employee's consent) regarding the nature and duration of any potential work modification. Health and disability will advise the employee's supervisor of any required modifications to job duties, while maintaining confidentiality of all medical information obtained about the employee.

### **Medication Categories**

The medication categories listed below have been associated with performance impairment and are provided as a guideline to employees in assessing their own medication use. The list is not exhaustive; there are numerous other prescription and non-prescription drugs that can impact performance. In addition, some medications used in combination or with alcohol, may cause performance impairment.

Employees are expected to consult with their personal physician, a pharmacist or health and disability to determine the risks of performance impairment associated with the use of any medication, before reporting to work or conducting any work.

- Anti-depressants – used to treat symptoms of depression (e.g., Celexa, Prozac, Zoloft).
- Antihistamines – widely prescribed for hayfever and other allergies (e.g., Chlor-Triplon) and found in many cold medications.
- Motion sickness drugs – used to prevent motion sickness and nausea (e.g., Gravol, Antivert).
- Barbiturates – used as sedatives, hypnotics, tranquilizers, anti-depressants, anti-convulsants (e.g., Phenobarbitol, Anafranil). Some of these ingredients are also found in medications taken for digestive and other disorders.
- Benzodiazepines – used as sedatives, hypnotics (e.g., valium, Halicion, Ativan).
- Narcotics – used to treat pain, suppress cough, alleviate diarrhea and induce anesthesia (e.g., Demerol, OxyContin, Morphine, Percocet, Codeine). Codeine is often found in combination drugs such as 222s, 292s or Tylenol 1, 2, 3's, as well as cough medications.
- Stimulants – medication used for central nervous system stimulation and for appetite suppression (e.g., amphetamines or medications sold as "diet pills").
- Analgesics – used to treat pain and inflammation (e.g., Darvon, Indocid).
- Cold tablets/cough mixtures – used to treat cold symptoms (e.g., Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan (DM) or codeine).
- Muscle relaxants – used to treat muscle cramps and tension (e.g., Flexeril, Robaxisal).
- Medicinal cannabis – used to treat pain. Medicinal cannabis is cannabis that has been authorized for therapeutic use or prescribed to an employee by a physician; cannabis obtained without an authorization or prescription is a drug and its use, possession or use during the workday or while

conducting company business is prohibited by the Policy and Practice.

### **Prohibited Substances**

Prohibited substances include:

- Illicit drugs, controlled substances, and any other mood or mind-altering substances whether legal or illegal (i.e., any synthetic derivative/product that produces a cannabis-type “high”, any other type of “high”, and any herbal products not intended for human consumption), other than medications obtained and used in accordance with this Practice.
- Prescribed or OTC drugs used in a manner inconsistent with the prescription or the applicable physician/pharmacist/manufacturer directions.
- Alcoholic beverages.

### **Prevention and Intervention**

Ovintiv believes that prevention is the best choice for minimizing the potential for health impacts and incidents resulting from inappropriate alcohol consumption and drug use. A key element of prevention is early identification of potential alcohol and drug problems, followed by appropriate treatment. Ovintiv provides support to employees who pursue help with personal alcohol and drug problems. In cases where employees choose not to request help on their own and where there are reasonable grounds to believe the individual’s work performance is negatively affected by inappropriate alcohol or drug use, Ovintiv will intervene in accordance with the Policy and Practice.

### **Voluntary Assessment and Treatment**

Employees who are concerned that they are developing or may have a problem with alcohol or drugs are encouraged and required to:

- Contact the company’s EFAP, their personal physician, an appropriate community service, or health and disability.
- Follow appropriate treatment before work performance is affected.
- Employees who voluntarily pursue assistance with alcohol or drug problems or participate in a counseling or treatment program will not be disciplined, provided they pursue assistance before:
  - Being notified that they must report for testing.
  - The company intervenes on reasonable grounds.
  - They are involved in a work-related incident.
  - They are found to have violated the Policy and Practice.

Accessing assistance or declaring a problem does not eliminate the requirement for satisfactory performance. If an employee reports a problem or developing problem with alcohol or drugs, the company will provide the employee with accommodations required by law. In addition, work modifications and aftercare programs cannot be avoided by a request for counseling or treatment, or by disclosure that the employee is already involved in a treatment program.

### **Reasonable Suspicion Intervention**

Where Ovintiv has reasonable grounds/suspicion to believe that an employee is in possession of, or using, alcohol or drugs in violation of the Policy or Practice, the employee will be subject to:



- Alcohol or drug testing in accordance with this Practice.
- Removal from duty pending the reasonable cause investigation.

### **Post-Violation Treatment Programs**

Employees who have violated the Policy or Practice may be referred to a SAE who will assess the employee, make recommendations regarding treatment, and, if and as applicable, recommend a return-to-work monitoring program that may include follow-up testing as recommended by the SAE.

### **Work Modifications**

Where a qualified professional (i.e., MRO, SAE, personal physician) advises health and disability that an employee's consumption of alcohol or use of drugs may be preventing the employee from doing their job safely, a medical work modification may be issued. The employee may be assigned to alternate duties provided that the employee is involved in the assessment process and compliance with any SAE or other medical recommendations.

### **Short-Term Disability**

Employees under active medical care and who are unable to work due to attendance at a recognized treatment program, may qualify for short-term disability benefits. Employees must comply with Ovintiv's Disability Management Practice as well as prescribed treatment programs, which may include counseling and other assessments or programs as necessary to maintain eligibility for short-term disability benefits.

### **Aftercare**

All employees who complete company-referred treatment programs for substance abuse will be required to participate in an aftercare program when returning to duty. Employees returning to work will be advised of the conditions governing their return-to-work and the consequences for failing to meet those conditions. This will be outlined in a return-to-work agreement.

### **Confidentiality**

Confidentiality will be maintained. Identification of fitness-for-work issues or failure to comply with treatment recommendations will be disclosed to the supervisor and human resources advisor. Medical information will be handled (including collection, use, disclosure, storage and retention) in compliance with all applicable legislation.

## **Violations**

If an employee violates the provisions of the Policy or Practice, disciplinary action will be taken up to and including termination of employment, subject in all cases to requirements of applicable law. Failure of a contractor/service provider to have an acceptable alcohol and drug policy or practice(s), or to take actions in accordance with the policy or practice(s) may result in the applicable agreement for services (e.g., Master Service and Supply Agreement, Contractor Services Agreement, Purchase Order) being terminated by Ovintiv.

In all situations, verification of a violation will occur before disciplinary action is taken. The resulting discipline will be case-specific and determined by the OA or functional group in consultation with legal and human resources.



## Continued Employment

In those situations where the company elects to continue employment after a violation, the employee involved will be required to enter into a written agreement outlining requirements for their continued employment.

These requirements may include:

- Temporary removal from their position or assigned alternative duties.
- Assessment by a SAE to determine the need for a structured treatment program.
- Following a treatment program recommended by a SAE.
- Following an aftercare program recommended by the SAE.
- Maintaining satisfactory performance standards on return-to-work.
- Complying with all requirements of the Policy and Practices.
- Submitting to follow-up testing for a period at the discretion of the company in consultation with the SAE.

## Terminations

Termination of employment may occur in certain situations, including (but not limited to):

- The use, possession, distribution or offering for sale of drugs (legal or illegal) while on company business or premises, subject to the exceptions in the Policy and Practice.
- The purchase, possession, distribution or offering for sale of alcohol while on company business or premises, subject to the exceptions in the Policy and Practice.
- Any attempt to delay reporting for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the company, or a confirmed attempt to tamper with a test sample.
- Failure to report an impaired driving charge obtained when operating a company vehicle or operating a vehicle on company business.
- Loss of driver's license due to an impaired driving conviction where a valid driver's license is a condition of employment or engagement.
- Failure to meet the requirements of a treatment or aftercare program.
- Non-compliance with the Policy and Practice.

## Incidents

After any incident, employees involved in the incident are prohibited from using alcohol and drugs within the first eight hours of the incident, or until tested or advised by the company that a test is not required. Employees are not prohibited from taking prescribed medications provided the prescription is in the individual's name and it is taken as prescribed.

### Impaired Driving Charges

All employees required to operate any motor vehicle on behalf of the company must maintain a valid driver's license as a condition of employment.

These employees must report to their supervisor any of the following incidents within 24 hours of the occurrence:

- Impaired driving charge obtained while operating a company vehicle.

- Impaired driving charge obtained while operating a non-company vehicle while on Ovintiv business.
- Temporary loss of license as a result of any impaired driving charge.
- Loss of license due to an impaired driving conviction.

Where holding a valid driver's license is a condition of employment, loss of the license may result in the employee no longer being qualified for the position held.

## Testing

Alcohol and drug testing is just one process used to identify and control consumption of alcohol and use of drugs in the workplace. The types of testing and testing procedures that are conducted are designed to respect the individual's privacy and meet applicable requirements for confidentiality, accuracy and quality. Every decision to test or not test must be clearly documented and include date, time, description of events and other relevant information that lead to the decision.

### Types of Testing

Ovintiv conducts alcohol and drug testing on individuals engaged, or to be engaged in, safety-sensitive positions or at safety-sensitive worksites, in the following situations in alignment with the Energy Safety Canada drug and alcohol models.

### Pre-Assignment Testing

All individuals offered safety-sensitive positions must test negative on a five panel drug test as a condition of employment for that position, whether as a condition of hire for a new employee or as a result of a change in position for an existing employee.

Failure to pass the test or refusal to participate in the testing process means the applicant is not eligible for the safety-sensitive position, however the applicant will be invited to reapply in the future when they are capable of passing the test. The following conditions further explain pre-assignment testing.

- Drug tests are independent of any medical assessment, and will only be required of individuals who are offered a safety-sensitive position.
- Upon receiving an offer, the applicant must arrange an appointment for testing through Ovintiv's testing program administrator.
- Existing employees who fail the test or do not arrive for the appointment will have violated this Practice. They will be referred for assessment by a SAE, and will be required to enter into an agreement for treatment (if required) and return-to-work conditions for continued employment.
- Requests for second tests (e.g., because of extenuating circumstances that affected the result or caused the individual to miss the test) must be authorized by health and disability.

### Pre-Access Testing

Pre-access alcohol and drug testing may be required for specific Ovintiv projects and/or portion of an OA and its designated worksites where those projects or designated areas have identified risks specific to execution of the required work and where ensuring workers are fit for work is critical to safely completing the work planned.

Where pre-access testing is required, it will be a requirement that all workers (employee, contractor, and service provider – certain exemptions may apply) who are dispatched to the project or work area have tested negative on an appropriate alcohol and drug test (five panel) within 14 calendar days immediately prior to the commencement of their work on the site and annually thereafter.

### **Reasonable Suspicion Testing**

Reasonable suspicion drug and alcohol testing is conducted when an individual's actions, appearance or conduct while at work give reasonable grounds to suspect the consumption of alcohol or use of drugs. If a supervisor or other individual believes there are reasonable grounds that an individual is under the influence of alcohol or drugs, to the extent reasonably possible they should engage a second person on site to confirm the assessment of the individual's actions, appearance, and conduct. Referral of an individual for testing (10 panel test for alcohol and drugs) will be based on specific, personal observations of clues, such as:

- Consumption or odor of alcohol.
- Evidence of drug or drug paraphernalia.
- Changes in job performance.
- Changed, erratic or atypical behaviour.
- Changes in physical appearance.
- Changes in speech patterns.

### **Post-Incident Testing**

Post-incident drug and alcohol testing may be conducted as part of a full investigation into any recordable work-related incident. It may also be conducted, at the discretion of an OA, as part of a full investigation of any significant work incident, or HIPO.

Individuals will be tested (10 panel test for alcohol and drugs) only after it has been determined by the supervisor and EH&S investigating the incident that the individual's actions contributed to or could have contributed to the chain of acts or omissions leading up to the event.

Post-incident tests are conducted as follows:

- Alcohol tests should be conducted within two hours of an incident but must be conducted no more than eight hours after an incident.
- Drug tests must be conducted within two hours of an incident but must be conducted no more than 32 hours following an incident.
- Individuals to be tested are not allowed to consume alcohol or use drugs, except prescribed medications according to the prescription, until after the test has been completed or until they are advised a test is not required.
- Mobile collection services may be used as appropriate (e.g., if an incident occurs outside of daytime business hours).

### **Post-Violation Return to Work (Post-Treatment) Testing**

On return-to-work after a violation of the Policy or Practice, the employee must have a negative return-to-work test and follow-up testing when deemed appropriate in accordance with the Practice.

Follow-up Testing:

An employee returning to work post-treatment may be required to undergo further follow-up testing as part of their aftercare program. The duration and frequency for follow-up post-treatment testing will be determined by health and disability on the advice of the SAE.

### **Other Testing and Investigations**

The company may use other reasonable and appropriate testing and investigative means that it deems necessary under the circumstances.

### **Refusal to Test**

All of the following actions will result in the employee being treated as if they had a positive test result:

- Failure to report or attempts to delay reporting for a test.
- Refusals to submit to a test.
- Refusals to agree to disclosure of a test result to the company.
- Confirmed attempts to tamper with a test sample.

### **Testing Procedures and Limits**

Ovintiv testing procedures and limits comply with the company's Privacy Policy and Employee Privacy Practice and are consistent with the provisions set out by the U.S. Department of Health and Human Services (SAMSHA), except where the unique demands of the location require modification to these provisions.

A confirmed positive test result will be considered a violation of the Policy and Practice, whether or not the alcoholic beverages or drugs were actually consumed while on Ovintiv business or premises.

### **Administrative Responsibilities**

Health and disability and EH&S are responsible for overseeing Ovintiv's alcohol and drug testing programs, including the selection and engagement of service providers. OAs cannot contract independently for testing services (e.g., collection, laboratory analysis, and medical review of results) without input and agreement from health & disability.

All test results are reported directly to the company testing administrator or designate. Except for the release of information in accordance with this Practice and in situations affecting the health and safety of workers or where the general public could potentially be affected, results of all testing will be maintained by the company testing administrator and will be kept confidential.

### **Employee Responsibilities**

All employees who are tested are required to follow collection procedures established by the approved service provider conducting the tests on behalf of Ovintiv.

### **Testing Methods and Chain of Custody Protocols**

Alcohol tests must 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. Point of collection (POC) or instant tests may be

used for screening purposes, but only in conjunction with urinalyses. Regardless of the type of test or method, chain of custody protocols must be followed to ensure samples are collected and handled in a manner that allows for accurate analysis. Chain of custody protocols are developed by the service providers engaged by Ovintiv to collect and test samples. Although they may vary in detail, protocols must be approved by Ovintiv and provide for:

- Proper identification of the individual being tested (e.g., by photo identification).
- Steps to inform the individual being tested about the testing process.
- Secure testing methods and collection of samples to avoid tampering and contamination.
- Collection of samples within appropriate time limits for the substances being collected.
- Verification that the samples collected were provided by the individual whose name is on them.
- Appropriate handling and communication of results in compliance with the Policy and Practice and applicable legislation.

### **Positive Tests**

A positive alcohol test is one in which the blood-alcohol content is at or above 0.04 percent.

There is action required with test results between 0.020 - 0.039, which is removal from the worksite until next shift. An employee may also be subject to disciplinary action.

Alcohol test results are released directly to the company testing administrator and the individual's supervisor in the event of reasonable grounds or post-incident testing.

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 U.S. Department of Health and Human Services for workplace testing programs throughout North America. The cut-off limits are as follows:

## Five Panel Urinalysis Pre-Assignment and Pre-Access Tests

Drug	Initial test levels (ng/ml)* (equal to or in excess of)	Confirmation test levels (ng/ml)* (equal to or in excess of)
Cannabis	50	15
Cocaine	150	100
Opiates		
a) Codeine	2000	2000
b) Morphine	2000	2000
c) 6-AM (heroin)	10	10
Phencyclidine (PCP)	25	25
Amphetamines		
a) Amphetamine	500	250
b) Methamphetamine	500	250
c) MDMA	500	250
d) MDA	500	250
e) MDEA	500	250

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

## 10 Panel Urinalysis Reasonable Suspicion and Post-Incident Tests

Drug	Initial test levels (ng/ml)* (equal to or in excess of)	Confirmation test levels (ng/ml)* (equal to or in excess of)
Cannabis	50	15
Cocaine	150	100
Opiates		
a) Codeine	2000	2000
b) Oxycodone	300	300
c) Hydrocodone	2000	2000
d) Morphine	2000	2000
e) 6-AM (heroin)	10	10
Phencyclidine (PCP)	25	25
Amphetamines		
a) Amphetamine	500	250
b) Methamphetamine	500	250
c) MDMA	500	250
d) MDA	500	250
e) MDEA	500	250
Propoxyphene	300	300
Methadone	300	100
Benzodiazepines	300	50
Barbiturates	300	100

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

In certain situations, the testing program may include other drugs either on the direction of the SAE or health and disability, or as identified as unique to particular OA and functional group requirements. Before additions can be made to a testing program, the benefits and objectives of the additions must be defined, and a lab qualified to complete the testing must be contracted and advised of the cut-off levels for the newly added drugs.

If a test result is positive, a qualified MRO will review the result with the individual in an effort to confirm whether it could have resulted from the legitimate use of medications or some other medical explanation. The individual will be given an opportunity to explain the findings to the MRO who will then determine whether the result will be reported to health and disability as a negative, or a verified positive.



## Searches

### Reasonable Grounds Searches

Investigations may be conducted when there are reasonable grounds to believe that the use or possession of alcohol or drugs contrary to the Policy and Practice are present on premises owned, contracted or otherwise controlled by the company. Supervisors are responsible for identifying situations where an unannounced search is justified, but under no circumstances will supervisors take possession of illicit material.

All searches will be conducted under the direction of the director of security. The following sections provide context and detail pertaining to:

- Contraband Camp Search Protocol
- Contraband Worksite Search Protocol

# Ovintiv Contraband Camp Search Protocol

## Scope and Purpose

This procedure applies to all residents at an Ovintiv facility.

Drug and alcohol use at an Ovintiv facility contrary to the Policy and Practice is of special concern to Ovintiv for the following reasons:

- The use of drugs and alcohol may adversely affect the ability of a person to work in a safe manner.
- Drug and alcohol use diminishes the productivity of workers.
- Drug and alcohol use at the accommodations detracts from the safety and enjoyment of the Ovintiv facility by others.
- In general, drug or alcohol use often accompanies other undesirable acts such as drug trafficking, threats, theft, vandalism, or violence.
- Substance abuse at the work or accommodation site compromises the safety of coworkers, property, and the environment.

The purpose of this document is to set forth the methods to be used in order to detect, intercept, and mitigate prohibited contraband in or at the Ovintiv facility. Notwithstanding anything in this protocol, residents are not prohibited from possessing or using medications in accordance with the terms of Ovintiv's policy and practices.

## Definitions

“Accommodation” means a room in an Ovintiv facility registered to a resident.

“Adulterant” means possession of products designed for masking or covering up drug test results.

“Contraband” means goods that are obtained through an unlawful act or are unlawful to possess under the law, or are prohibited by Ovintiv policies or regulations, and may include any property obtained unlawfully from Ovintiv or its contractors/service providers, and including but not limited to any alcohol, drug or drug paraphernalia, adulterant and any prohibited or restricted weapon or explosive device.

“Dog handler” means a person in control of a dog that has been specifically trained in the detection of drugs, weapons, and/or explosive substances.

“Drug” means any substance, whether legal or illegal, that has the potential to change or adversely affect the way a person thinks, feels, or acts.

“Drug paraphernalia” means any equipment, product, or material primarily intended or designed for use in manufacturing, compounding, converting, concealing, processing, preparing, or introducing into the human body a drug.

“Ovintiv facility” means an Ovintiv-owned accommodation camp providing accommodation, whether to employees or contractors.

“Ovintiv security” means and includes any contracted security person, or duly authorized agent of Ovintiv.

“Reasonable cause” means any observation or reliable information that leads to a reasonable belief that a person is in possession of, or concealing upon themselves in a vehicle or room, any contraband.

“Resident” means an individual registered as an occupant at an Ovintiv facility.

“Resident’s employer” means the employer of individuals residing in the Ovintiv facility.

“Search” means physically inspecting the Ovintiv facility for contraband.

“Search team” means a team assembled by Ovintiv to perform searches.

“Sniffer dogs” are dogs which have been specially trained for the detection of drugs, explosives, and explosive devices.

“Unannounced” means an unpredictable pattern of identifying vehicles, sites, or rooms for searches based on safety concerns.

## **Procedure**

### **1.0 Search of Residents’ Accommodation**

#### **1.1. Consent to Search**

Residents will be required to sign an Acknowledgement and Consent Form as a condition to being allowed or leased a room at an Ovintiv facility. Among other things, the Acknowledgement and Consent Form states that residents will submit to an unannounced search of his or her accommodations to be undertaken by a search team. The method of search that the resident submits to may include sniffer dogs and dog handlers.

In addition to the Acknowledgement and Consent Form signed prior to accommodation assignment, residents and visitors will be informed of the alcohol and drug use and possession restrictions and unannounced search policies including the possible use of sniffer dogs through signage posted in visible areas in and around the Ovintiv facility.

#### **1.2. Room Search Frequency and Specificity**

Ovintiv security will determine times and locations to perform searches of the Ovintiv facility. The times and locations of searches will not be revealed to anyone outside of the search team prior to the searches being conducted.

#### **1.3. Search Team**

A search team will be assembled by Ovintiv and may consist of the following personnel:

- Safety.
- Human resources representatives.
- Contract security advisors.

- Sniffer dog and dog handler.
- Resident's employer representative (if applicable or available).
- Any other designated representative.

#### 1.4. Method

Upon arrival at the predetermined meeting location, all search team members will demonstrate to one another that they are not in possession of any drugs, weapons, or explosives prior to initiating the search. This will be acknowledged by all search team members by signing and dating an attendance sheet.

Each search team will perform the search of the Ovintiv facility, one wing-floor or bunkhouse at a time. The search team will proceed to the wing-floor or bunkhouse as designated by the Ovintiv representative.

During the search of the wing-floor or bunkhouse, no persons will be allowed to enter the area; they will be asked to wait outside until the search is complete. Persons refusing to comply with this directive will be identified and disciplinary action may result.

The search team will knock on the accommodation doors one at a time, and announce that they are security. If no one is present, the door will be unlocked and propped open. If the accommodation is occupied, the resident will be asked to leave the accommodation and area and the door will be propped open.

Once the doors to all of the accommodations are opened, the dog handler and sniffer dog will be permitted to enter each open accommodation. If the sniffer dog indicates the presence of contraband, the search team will be called in to search the accommodation. No search of the accommodation will be performed if the sniffer dog does not indicate the presence of contraband. The only exception to this would be in cases where there was no indication by the sniffer dog, but there was still an obvious presence of contraband that is plainly visible.

If a search of the accommodation is required, none of the contents of the accommodation will be off limits to the search team. This means that all property inside the accommodation may be inspected, including all locked or secured containers and lockers. The search team may elect to cut locks in order to obtain access. If a lock is cut, a suitable replacement will be installed by the search team once the search is concluded, and a note will be left in the resident's accommodation informing him or her to go to the security office to obtain the new key or combination.

If the search team cannot obtain entry to a container inside an accommodation for inspection, the accommodation may be sealed from all future access until such time as the resident can be asked to open the container in the presence of the search team. Persons refusing to comply with this directive will be asked to pack their belongings and leave the Ovintiv facility. An Ovintiv facility ban will then be invoked for a period of one year for non-compliance with this protocol.

At the conclusion of the search, the search team shall attempt to return the accommodation to its former state to the best of its ability. Care will be taken not to damage the resident's property.

If contraband is discovered during a search, the items will be seized by the search team. Photographs

of the accommodation and the contraband will be taken. If a representative of the resident's employer is not present at the time of the search, the resident's employer will be contacted immediately and informed of the incident. The accommodation will be sealed by the search team until such time as the accommodation is packed up by the resident's employer. The resident's employer is responsible for ensuring that the resident's contents are packed and the resident immediately leaves the Ovintiv facility. All Ovintiv-issued property will be collected at the time of the resident's departure from the Ovintiv facility. An Ovintiv facility ban will then be invoked for a period of one year for non-compliance with this protocol.

If no contraband is found within the accommodation, the door will be locked once the search is complete. Residents will be allowed to enter the wing-floor or bunkhouse again only after the search has been completed for the whole wing or bunkhouse.

All searches will be executed with the utmost respect, care, professionalism, and maturity. With exception of contraband being reported within a search report, the search team will hold in strictest confidence the contents of all accommodations and any information pertaining to the resident.

## **2.0 Search of Common Ovintiv Facility Areas**

A search team may elect to perform unannounced searches of common areas within the Ovintiv facility. These common areas include, but are not limited to:

- Sitting areas.
- Television viewing rooms.
- Lounges.
- Food preparation and dining areas. However, searches with the sniffer dogs will not be performed if food is being prepared or exposed at the time.
- Sports, fitness, and recreation areas.
- Phone rooms.
- Storage rooms.
- Laundry service rooms.
- Boiler/utility rooms.
- Washrooms.

During a search of common Ovintiv facility areas, sniffer dogs may be used. If the sniffer dog indicates the presence of contraband on residents or visitors themselves, the resident or visitor will be requested to accompany the search team to a private area where he or she will be asked to produce for inspection the contents of his or her clothing pockets or any baggage that he or she is carrying. The search team may also proceed to the resident's accommodations, vehicle, or a visitor's vehicle for a subsequent search and use of the sniffer dog.

If contraband is discovered during a search, the items will be seized by the search team. Photographs of the contraband will be taken and if applicable, the accommodation and/or vehicle. If a representative of the resident's employer is not present at the time of the search, the resident's employer will be contacted immediately and informed of the incident. The resident's accommodation will be sealed by the search team until such time as the accommodation is packed up by the resident's employer. The resident's employer is responsible for ensuring that the resident's contents are packed and the resident immediately leaves the Ovintiv facility. All Ovintiv-issued property will be

collected at the time of the resident's departure from the Ovintiv facility. An Ovintiv facility ban will then be invoked for a period of one year for non-compliance with this protocol.

If a resident refuses to submit to the above search, he or she will be deemed to be non-compliant with this Policy and will be asked to immediately leave the Ovintiv facility as access is denied for policy violations. If a representative of the resident's employer is not present at the time of the search, the resident's employer will be contacted immediately and informed of the incident. The resident's accommodation will then immediately be sealed by the search team until such time as the accommodation is packed up by the resident's employer. The resident's employer is responsible for ensuring that the resident's contents are packed and the resident immediately leaves the Ovintiv facility. All Ovintiv-issued property will be collected at the time of the resident's departure from the Ovintiv facility. An Ovintiv facility ban will then be invoked for a period of one year for non-compliance with this protocol.

If a visitor refuses to submit to the above search, he or she will be deemed to be non-compliant with this protocol and will be asked to immediately leave the Ovintiv facility as access is denied for protocol violations. An Ovintiv facility ban will then be invoked for a period of one year for non-compliance with this protocol.

All searches will be executed with the utmost respect, care, professionalism, and maturity. With exception of contraband being reported within a search report, the search team will hold in strictest confidence any information pertaining to the resident or visitor.

### **3.0 Search of Vehicles in the Ovintiv Facility Parking Lots**

As directed by Ovintiv security, the sniffer dog and dog handler will accompany the search team for searches of any vehicles within the Ovintiv facility parking lots. If the sniffer dog indicates the presence of contraband, a search team member will remain with the vehicle and the registered owner of the vehicle will be asked to unlock the vehicle and allow the search team members to perform a search of the vehicle. The search team may also proceed to the resident's accommodations, vehicle, or a visitor's vehicle for a subsequent search and use of the sniffer dog. The search team may also proceed to the resident's accommodations for a subsequent search and use of the sniffer dog.

If contraband is discovered during a search, the items will be seized by the search team. Photographs of the contraband will be taken and the vehicle or accommodation, if applicable. If a representative of the resident's employer is not present at the time of the search, the resident's employer will be contacted immediately and informed of the incident. The resident's accommodation will be sealed by the search team until such time as the accommodation is packed up by the resident's employer. The resident's employer is responsible for ensuring that the resident's contents are packed, and the resident immediately leaves the Ovintiv facility.

All Ovintiv-issued property will be collected at the time of the resident's departure from the Ovintiv facility. An Ovintiv facility ban will then be invoked for a period of one year for non-compliance with this protocol.

If a resident refuses to submit to the above search, he or she will be deemed to be non-compliant with this Policy and will be asked to immediately leave the Ovintiv facility as access is denied for policy violations. If a representative of the resident's employer is not present at the time of the search, the

resident's employer will be contacted immediately and informed of the incident. The resident's accommodation will then immediately be sealed by the search team until such time as the accommodation is packed up by the resident's employer. The resident's employer is responsible for ensuring that the resident's contents are packed and the resident immediately leaves the Ovintiv facility.

If a visitor refuses to submit to the above search, he or she will be deemed to be non-compliant with this Policy and will be asked to immediately leave the Ovintiv facility as access is denied for policy violations. An Ovintiv facility ban will then be invoked for a period of one year.

All searches will be executed with the utmost respect, care, professionalism, and maturity. With exception of contraband being reported within a search report, the search team will hold in strictest confidence any information pertaining to the resident or visitor.

#### **4.0 Handling of Seized Items**

All seized contraband will be secured as soon as reasonably practicable in a suitable evidence locker after being properly photographed.

If explosive devices are found during a search, the Ovintiv facility will immediately be evacuated and the local RCMP detachment will be engaged to properly dispose of such explosive devices.

Illegal drugs, drug paraphernalia or weapons will be reported to the police. Any drugs, drug paraphernalia or weapons seized during a search will not be disposed of by Ovintiv. All evidence turned over to the police will be documented by Ovintiv security as to a description of what item was turned over, date and time of turnover and which police officer took possession of the item.

Any alcohol seized will be disposed of by Ovintiv security when the owner cannot be determined. When the owner of the seized alcohol is known, then the resident or visitor will be permitted to take their alcohol with them upon departure from the Ovintiv facility.

#### **5.0 Search Reporting**

At the conclusion of each search a detailed report will be completed by the search team. Search reports will be maintained by Ovintiv security and will include the following:

- All organized search team efforts that have been executed, indicating which areas were searched and at which times.
- All incidents of a sniffer dog indicating the presence of a drug, weapon, or explosive within an accommodation, regardless of the outcome of the subsequent search
- All incidents of a sniffer dog indicating the presence of a drug, weapon, or explosive within a vehicle or a common area at an Ovintiv facility, regardless of the outcome of the subsequent search.
- All incidents of contraband being encountered by Ovintiv security or anyone else on a search team during either routine or search duties.
- Persons who fail to cooperate or comply with the wishes of Ovintiv security or a search team, for example, by not staying outside of the bunkhouse or wing floor once requested to do so.
- Suspicious behavior or activities.
- Voluntary turn-ins of contraband.



- All photographic evidence taken during a search.

# Ovintiv Contraband Worksite Search Protocol

## Scope and Purpose

This procedure applies to all workers at an Ovintiv facility.

Drug and alcohol use at an Ovintiv facility is of special concern to Ovintiv for the following reasons:

- The use of drugs and alcohol may adversely affect the ability of a person to work in a safe manner.
- Drug and alcohol use diminishes the productivity of workers.
- Drug and alcohol use at the accommodations detracts from the safety and enjoyment of the Ovintiv facility by others.
- In general, drug or alcohol use often accompanies other undesirable acts such as drug trafficking, threats, theft, vandalism, or violence.
- Substance abuse at the work or accommodation site compromises the safety of coworkers, property, and the environment.

The purpose of this document is to set forth the methods to be used in order to detect, intercept, and mitigate prohibited contraband in or at the Ovintiv facility. Notwithstanding anything in this protocol, workers are not prohibited from possessing or using medications in accordance with the terms of Ovintiv's policy and practices.

## Definitions

"Adulterant" means possession of products designed for masking or covering up drug test results.

"Contraband" means goods that are obtained through an unlawful act or are unlawful to possess under the law, or are prohibited by Ovintiv policies or regulations, and may include any property obtained unlawfully from Ovintiv or its contractors/service providers, and including but not limited to any alcohol, drug or drug paraphernalia, adulterant and any prohibited or restricted weapon or explosive device.

"Dog handler" means a person in control of a dog that has been specifically trained in the detection of drugs, weapons, and/or explosive substances.

"Drug" means any substance, whether legal or illegal, that has the potential to change or adversely affect the way a person thinks, feels or acts.

"Drug paraphernalia" means any equipment, product, or material primarily intended or designed for use in manufacturing, compounding, converting, concealing, processing, preparing, or introducing into the human body a drug.

"Ovintiv facility" means an Ovintiv worksite.

"Ovintiv security" means and includes any contracted security person, or duly authorized agent of Ovintiv.

"Reasonable cause" means any observation or reliable information that leads to a reasonable belief

that a person is in possession of, or concealing upon themselves in a vehicle or room, any contraband.

“Search” means physically inspecting the Ovintiv facility for contraband.

“Search team” means a team assembled by Ovintiv to perform searches.

“Sniffer dogs” are dogs which have been specially trained for the detection of drugs, explosives, and explosive devices.

“Unannounced” means an unpredictable pattern of identifying vehicles or areas for searches based on safety concerns.

“Worker” means an individual employee, contractor or service provider working at an Ovintiv facility.

“Worker’s employer” means the employer of an individual employee, contractor or service provider working at an Ovintiv facility.

## **Procedure**

### **1.0 Search of an Ovintiv Facility**

#### **1.1 Consent to Search**

Workers will be notified and reminded of the alcohol and drug use and possession restrictions and unannounced search policies including the possible use of sniffer dogs through:

- Notices to all service providers via ISNetwork (ISN).
- Details in the Service Provider Expectation Manual (SPEM).
- General Safety Orientation and acknowledgement.
- Signage posted in visible areas in and around the Ovintiv facility.

All of these references reaffirm that workers will submit to an unannounced search of his or her vehicle or personal belongings to be undertaken by a search team. The method of search that the worker submits to may include sniffer dogs and dog handlers.

#### **1.2 Search Frequency and Specificity**

Ovintiv security will determine times and locations to perform searches of the Ovintiv facility. The times and locations of searches will not be revealed to anyone outside of the search team prior to the searches being conducted.

#### **1.3 Search Team**

A search team will be assembled by Ovintiv and may consist of the following personnel:

- Safety.
- Human resources representatives.
- Contract security advisors.
- Sniffer dog and dog handler.
- Contractor’s employer representative (if applicable or available).

- Any other designated representative.

#### **1.4 Method**

Upon arrival at the predetermined meeting location, all search team members will demonstrate to one another that they are not in possession of any drugs, weapons, or explosives prior to initiating the search. This will be acknowledged by all search team members by signing and dating an attendance sheet.

With the exception of workers that are required to remain at their work station for safety issues, all workers will be gathered in a designated area of the Ovintiv facility and advised that a search will be taking place.

During the search of the common areas of the Ovintiv facility, no persons will be allowed to enter the area; they will be asked to wait in a designated area until the search is complete. A member of the search team will stay with the workers in the designated area so as to ensure compliance. Workers refusing to comply with this directive will be identified and disciplinary action may result.

All searches will be executed with the utmost respect, care, professionalism, and maturity. With exception of contraband being reported within a search report, the search team will hold in strictest confidence the contents of all vehicles or personal belongings and any information pertaining to the worker.

#### **2.0 Search of Common Ovintiv Facility Areas**

A search team may elect to perform unannounced searches of common areas within the Ovintiv facility. These common areas may include, but are not limited to:

- Wellsite trailer
- Rig
- Lunchrooms
- Phone room
- Storage rooms
- Laundry service rooms
- Boiler/utility rooms
- Washrooms

During a search of common Ovintiv facility areas, sniffer dogs may be used. If the sniffer dog indicates the presence of contraband on workers or visitors themselves or on any personal belongings at the Ovintiv Facility, the worker or visitor will be requested to accompany the search team to a private area where he or she will be asked to produce for inspection the contents of his or her clothing pockets or any other personal belongings. The search team may then also proceed to the worker's vehicle, or a visitor's vehicle for a subsequent search and use of the sniffer dog.

If contraband is discovered during a search, the items will be seized by the search team. Photographs of the contraband and the area or personal belongings where the contraband was found will be taken. If the contraband is able to be identified to belong to a particular worker and a representative of the worker's employer is not present at the time of the search, the worker's employer will be contacted immediately and informed of the incident. All Ovintiv-issued property will be collected at the time of

the worker's departure from the Ovintiv facility. The employer will be directed to ensure their offending employee is removed from the worksite and doesn't return for continued work with Ovintiv for non-compliance with this protocol.

If a worker refuses to submit to the above search, he or she will be deemed to be non-compliant with this protocol and will be asked to immediately leave the Ovintiv facility as access is denied for protocol violations. If a representative of the worker's employer is not present at the time of the search, the worker's employer will be contacted immediately and informed of the incident. All Ovintiv-issued property will be collected at the time of the worker's departure from the Ovintiv facility. The employer will be directed to ensure their offending employee is removed from the worksite and doesn't return for continued work with Ovintiv for non-compliance with this protocol.

If a visitor refuses to submit to the above search, he or she will be deemed to be non-compliant with this protocol and will be asked to immediately leave the Ovintiv facility as access is denied for protocol violations. The employer will be directed to ensure their offending employee is removed from the worksite and doesn't return for continued visits to Ovintiv worksites for non-compliance with this protocol.

### **3.0 Search of Vehicles in the Ovintiv Facility Parking Lots**

As directed by Ovintiv security, the sniffer dog and dog handler will accompany the search team for searches of any vehicles within the Ovintiv facility parking lots. If the sniffer dog indicates the presence of contraband, a search team member will remain with the vehicle, and the registered owner of the vehicle will be asked to unlock the vehicle and allow the search team members to perform a search of the vehicle. The search team may also proceed to locate any of the worker's personal belongings present at the Ovintiv facility for a subsequent search and use of the sniffer dog. The search team may then also proceed to search the worker's accommodations at any Ovintiv camp.

If contraband is discovered during a search, the items will be seized by the search team. Photographs of the contraband will be taken and of the vehicle or personal belongings, if applicable. If a representative of the worker's employer is not present at the time of the search, the worker's employer will be contacted immediately and informed of the incident. All Ovintiv-issued property will be collected at the time of the worker's departure from the Ovintiv facility. The employer will be directed to ensure their offending employee is removed from the worksite and doesn't return for continued work with Ovintiv for non-compliance with this protocol.

If a worker refuses to submit to the above search, he or she will be deemed to be non-compliant with this protocol and will be asked to immediately leave the Ovintiv facility as access is denied for policy violations. If a representative of the worker's employer is not present at the time of the search, the worker's employer will be contacted immediately and informed of the incident. All Ovintiv-issued property will be collected at the time of the worker's departure from the Ovintiv facility. The employer will be directed to ensure their offending employee is removed from the worksite and doesn't return for continued work with Ovintiv for non-compliance with this protocol.

If a visitor refuses to submit to the above search, he or she will be deemed to be non-compliant with this Policy and will be asked to immediately leave the Ovintiv facility as access is denied for protocol violations. The employer will be directed to ensure their offending employee is removed from the

worksite and doesn't return for continued visits to Ovintiv worksites for non-compliance with this protocol.

#### **4.0 Handling of Seized Items**

All seized contraband will be secured as soon as reasonably practicable in a suitable evidence locker after being properly photographed.

If explosive devices are found during a search, the Ovintiv facility will immediately be evacuated and the local RCMP detachment will be engaged to properly dispose of such explosive devices.

Illegal drugs, drug paraphernalia or weapons will be reported to the police. Any drugs, drug paraphernalia or weapons seized during a search will not be disposed of by Ovintiv. All evidence turned over to the police will be documented by Ovintiv security as to a description of what item was turned over, date and time of turnover and which police officer took possession of the item.

Any alcohol seized will be disposed of by Ovintiv security when the owner cannot be determined. When the owner of the seized alcohol is known, then the resident or visitor will be permitted to take their alcohol with them upon departure from the Ovintiv facility.

#### **5.0 Search Reporting**

At the conclusion of each search a detailed report will be completed by the search team. Search reports will be maintained by Ovintiv security and will include the following:

- All organized search team efforts that have been executed, indicating which areas were searched and at which times.
- All incidents of a sniffer dog indicating the presence of a drug, weapon, or explosive within an Ovintiv facility, regardless of the outcome of the subsequent search.
- All incidents of a sniffer dog indicating the presence of a drug, weapon, or explosive within a vehicle at an Ovintiv facility, regardless of the outcome of the subsequent search.
- All incidents of contraband being encountered by Ovintiv security or anyone else on a search team during either routine or search duties.
- Persons who fail to cooperate or comply with the wishes of Ovintiv security or a search team, for example, by not staying in the designated area once requested to do so.
- Suspicious behavior or activities.
- Voluntary turn-ins of contraband.
- All photographic evidence taken during a search.

Owner: Kim Williams

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