

BP Azerbaijan Strategic Performance Unit Substance Abuse Policy



Policy Statement

BP is committed to providing a safe and healthy working environment for all employees, contractors and visitors. This means an environment which protects well-being and is free from the effects of alcohol and drug abuse.

Substance abuse impacts on health, safety and productivity by causing ill-health, accidents, absenteeism and sub-standard performance. BP cannot expect to be immune from the potential impact of a growing problem in society and will manage this by a programme of education, medical treatment, discipline, testing and reporting as appropriate.

Education

BP will establish and maintain a substance abuse education programme to help ensure a high level of awareness for all employees. There will be specific training for line management in the recognition and management of impaired individuals.

Medical Treatment

Dependency on any substance is a condition requiring care and support. Employees who seek assistance voluntarily may be directed through the occupational health service to confidential advice, support, treatment, sickness absence and rehabilitation as appropriate and available. Depending on individual circumstances BP may underwrite all or part of such counseling, treatment and/or rehabilitation. Principles of medical confidentiality will apply in all such cases.

Discipline

Alcohol is not permitted on any part of BP Azerbaijan Strategic Performance Unit operation. Consumption, sale or possession of alcohol on BP premises without prior authorization will result in disciplinary measures. Limited consumption of alcohol on company premises in conjunction with official company functions will be permitted only with the prior approval of a senior manager. Alcohol is not permitted in any BP camp unless a formal dispensation is in existence.

The possession, distribution, sale and use of illicit drugs or associated paraphernalia, or improper use of other substances, failure to cooperate with a reasonable request to test or being in a state of impairment during working hours due to substance abuse, will be treated as gross misconduct leading to disciplinary proceedings which may result in dismissal.

In the context of this policy, 'substance' includes alcohol, illicit drugs, prescription and over the counter medication or any other substance which when used can impair and individual's ability to perform his/her professional duties. Improper use of any substance resulting in impairment of job safety performance or ability to represent BP in an appropriate manner will result in disciplinary measures.

Prescribed or 'over the counter' medicines which could affect an individual's performance or judgment must be declared to and discussed with a member of the Health and Safety or site management team prior to any use on working days. Failure to do so will be a violation of this policy.

Contractors, subcontractors, agents and visitors found to be in breach of BP Azerbaijan SPU substance abuse policy will be excluded from BP premises and may not be allowed to return in the future.

Testing

BP reserves the right to test employees/contractors/subcontractors for substance abuse in the following circumstances:

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| 1. Pre-employment/ Periodic or Pre-placement | 5. During Rehabilitation |
| 2. Post-Incident | 6. Return to work Testing after a Positive prohibited Substance Test |
| 3. Reasonable Suspicion | 7. Follow up Testing |
| 4. Safety Assurance (Random or in 100% of cases) | 8. Site/Location Unannounced Testing |

Any substance abuse testing undertaken will be conducted pursuant to the guidelines set forth in the Substance Abuse Management Programme accompanying this policy and will follow non-discriminatory principles and scrupulous quality assurance processes according to current best practice.

Any employee who tests positive for the presence of prohibited substances in the amount equal to or exceeding the levels set forth in the accompanying programme and procedures will be in violation of this policy and will be subject to discipline, up to and including dismissal.

Any employee, who refuses to undergo a test required by this policy; adulterates or makes a substitution of a requested specimen, will be subject to discipline, up to and including dismissal.

The on-call Incident Management Team (IMT) members are expected to refrain from consumption of alcohol while on duty. Any acting member of an incident team is subject to substance testing while at work and subject to the same disciplinary measures as any other employee in a safety-sensitive job.

Search

In support of its Substance Abuse policy, the Company may conduct searches considered appropriate to ensure safe and efficient operations. Conditions under which a search may be considered include, but are not limited to, reasonable suspicion of drug or alcohol use or possession, or following an incident, which triggers a drug or alcohol test. Any search will be done with the owner present and will be conducted by two responsible people. Refusal to consent to search performed under this policy will have to be documented, is a disciplinary matter and may result in dismissal.

Reporting and Government Regulations

Being under alcoholic intoxication during working hours is regarded as a violation of work discipline, therefore such cases will not be reported to any external authorities.

According to the Criminal Codes of Azerbaijan, Georgia and Turkey possession of illegal drugs is a criminal offence. Considering that the Company is not an investigating body and therefore cannot verify the lawfulness of acquisition of drugs, the Company may inform the prosecutor's office on the finding or consumption of drugs by an employee depending on the facts of a particular case.

Contractors, subcontractors, agents and visitors

Contractors, subcontractors of any tier, agents or visitors who perform labour or provide services on BP premises must comply with BP's current policy. The term 'BP premises' means all property owned, operated, leased by or under the control of BP.

Each Contractor with employees in safety sensitive positions must have and administer a formal substance abuse policy. Contractors shall submit a copy of their policy and programme to the BP representative. The Policy should cover, as a minimum, awareness and education, medical treatment, testing and discipline. Substance testing of employees should generally conform to the minimum standards as set forth in this policy.

BP reserves the right to audit any contractor/sub-contractor against the agreed policy provisions and to deny entry to its premises for employees that fail the substance abuse policy requirements.

Policy Enforcement

The enforcement of this policy is the responsibility of the line management; the HSSE department will have overall accountability for Azerbaijan SPU substance abuse policy; administration of various parts of the policy falls to HR and HSSE departments. In addition, advice and counsel may be sought from the Legal or relevant Corporate departments. For detailed guidance of policy enforcement see Substance Abuse Programme accompanying this policy.

Rashid Javanshir
Azerbaijan SPU President
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