

Health & Safety Procedure

Document Title:	Alcohol and Drug Testing
Approver:	
Document Owner:	
COIMS Element:	General
Document Number:	0003-000023
Issued Date:	November 3, 2022
Review Cycle (years):	1

Version	Description
1.1	Issued for use

Please click Document Feedback Tool and provide your experience with this document so we can improve our processes.

Contents

1	Purpose.....	3
2	Application.....	3
3	Alcohol and drug testing.....	3
3.1	Testing compliance	3
3.2	Pre-Assignment/Placement and Site-Access Testing	4
3.3	Post-Incident or Near-Miss Testing	4
3.4	Reasonable grounds testing	6
3.5	Fitness for duty assessment / return to work plan	7
3.6	Next steps if a decision to test has been made	7
4	Testing standards	9
4.1	Testing methods	9
4.2	Test results.....	9
5	Alcohol and drug testing services	11
5.1	Referral requirements	11
5.2	Donor requirements	11
5.3	Post-testing actions	12
6	Roles and responsibilities	12
7	Training and competency	13
8	Related information	13
8.1	Terms and abbreviations	13
8.2	References	16
Appendix A: Alcohol and drug testing scenarios		17

Tables

Table 1: Positive alcohol test results.....	9
Table 2: Positive drug test results.....	9
Table 3: Roles and responsibilities.....	12
Table 4: Terms and abbreviations.....	13
Table 5: Internal governing references.....	16
Table 6: Other references	16

Figures

Figure 1: Cenovus risk matrix impact estimation tool	5
Figure 2: Post-Incident or near miss testing determination	5
Figure 3: Reasonable grounds assessment checklist	7
Figure 4: Alcohol and drug testing process.....	8
Figure 5: Drug testing results	10

1 Purpose

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

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

2 Application

The Cenovus Alcohol & Drug Testing Procedure applies to all employees in Canada when engaged in Company business, working on or off Company premises, when driving Company vehicles, when on call and when assisting with an emergency.

3 Alcohol and drug testing

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

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

Cenovus may conduct alcohol and drug testing in the following situations:

- Pre-assignment/placement and site-access
- Post-incident or near miss
- Based on reasonable grounds
- As part of a return-to-work plan under the *Cenovus Alcohol & Drug Standard*.

Cenovus reserves the right to conduct pre-assignment/placement and site-access, post-incident or near miss testing, and reasonable grounds testing of contractor and supplier personnel. Contractors and suppliers shall ensure that its personnel comply with any request for testing made by Cenovus in accordance with the A&D Program.

3.1 Testing compliance

Refusing to comply with testing requirements is considered non-compliance with Cenovus's A&D Program. This includes engaging in any conduct which obstructs the testing process, including:

- Failure to report or attempt to delay reporting for a test.
- Refusal to submit to a test.
- Refusal to agree to disclosure of a test result to Cenovus.
- Tampering with or altering any testing sample.

3.2 Pre-Assignment/Placement and Site-Access Testing

All workers offered safety sensitive positions must pass a pre-assignment/placement alcohol and drug test as a condition of work in that position, whether as a condition of hire for a new worker, as a result of a change in position for an existing worker from non-safety sensitive to safety sensitive or as a re-hire with a break in service of greater than 90 days.

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

Contractors and suppliers must be able to provide Cenovus upon request, verification of the completion of pre-assignment testing for all workers that they intend to send to company premises.

Cenovus also retains the right to request site access testing as needed for specific sites or projects.

3.2.1 Testing Criteria

Leaders, in consultation with Human Resources and Health and Safety, are responsible for the designation of safety sensitive positions within their workforce in accordance with *the Safety Sensitive Position Standard*, which sets out the criteria for identifying positions within Cenovus that are safety sensitive.

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

Human Resources / Occupational Health are responsible for coordinating and ensuring completion of pre-assignment/placement alcohol and drug testing for all safety sensitive employees.

3.3 Post-Incident or Near-Miss Testing

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

Failure to pass the test or refusal to participate in the testing process indicates non-compliance with the Alcohol & Drug Program.

3.3.1 Testing Criteria

During the investigation into a work-related incident, the Leader and the H&S representative determine whether the incident meets the following criteria for testing:

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

IMPACT	HEALTH & SAFETY	ENVIRONMENT & REGULATORY	PRODUCTIVE ASSETS	FINANCIAL ¹	REPUTATION
Catastrophic 5	<ul style="list-style-type: none"> Multiple fatalities Community evacuation 	<ul style="list-style-type: none"> Off-lease impact on soil or groundwater Remediation for >20 years Multi-year impact on flowing/moving water Full regulatory suspension of a major facility 	<ul style="list-style-type: none"> Production loss of a major facility for >3 months or annualized equivalent >\$100MM business interruption impact at a minor facility 	>\$100MM	<ul style="list-style-type: none"> Material market capitalization impact Influential stakeholder concerns lead to resource sterilization Officer convicted of an offense
Critical 4	<ul style="list-style-type: none"> Fatality Public shelter-in-place notification 	<ul style="list-style-type: none"> Off-lease impact on soil or groundwater Remediation for 10-20 years Partial regulatory suspension of a major facility, or full suspension of a minor facility Extended emissions limit exceedance >1 year and/or potential long-term effect 	<ul style="list-style-type: none"> Production loss of a major facility for 5 weeks - 3 months or annualized equivalent \$10MM-\$100MM business interruption impact at a minor facility 	\$10MM-\$100MM	<ul style="list-style-type: none"> Influential stakeholder concerns lead to interruption of operations Prolonged negative attention
Major 3	<ul style="list-style-type: none"> Injury/illness that causes permanent disability or significant life-altering complications Site evacuation 	<ul style="list-style-type: none"> On-lease impact on soil or groundwater; potential to extend beyond lease Remediation for 5-10 years Partial regulatory suspension of a minor facility Repeated emissions limit exceedance for 3 months - 1 year 	<ul style="list-style-type: none"> Production loss of a major facility for 2.5-5 weeks or annualized equivalent \$1MM-\$10MM business interruption impact at a minor facility 	\$1MM-\$10MM	<ul style="list-style-type: none"> Influential stakeholders voice concerns publicly Wide-spread negative attention
Moderate 2	<ul style="list-style-type: none"> Medical treatment, restricted work, or hospitalization Site shelter-in-place 	<ul style="list-style-type: none"> Impact contained on lease Remediation for <5 years Formal disclosure of non-compliance to a regulator A single emissions limit exceedance 	<ul style="list-style-type: none"> Production loss of a major facility for 1-2.5 weeks or annualized equivalent \$100K-\$1MM business interruption impact at a minor facility 	\$100K-\$1MM	<ul style="list-style-type: none"> Multiple stakeholders voice concerns directly to Cenovus Regionalized negative attention
Minor 1	<ul style="list-style-type: none"> Minor injury requiring first aid 	<ul style="list-style-type: none"> Impact contained on lease Remediation possible <1 month Internally reportable 	<ul style="list-style-type: none"> Production loss of a major facility for <1 week or annualized equivalent <\$100K business interruption impact at a minor facility 	<\$100K	<ul style="list-style-type: none"> Single stakeholder complaint Minimal negative attention

Figure 1: Cenovus risk matrix impact estimation tool

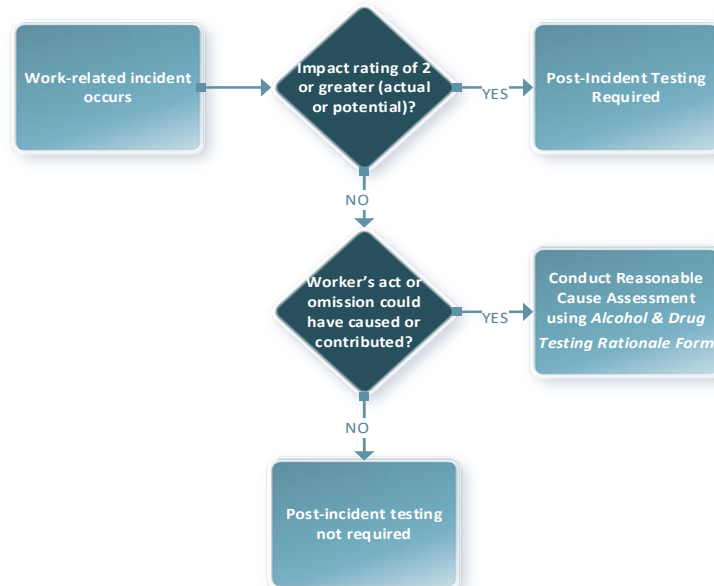


Figure 2: Post-Incident or near miss testing determination

Collection and administration of post-incident/near miss alcohol and drug tests must be performed by trained collection agents. Samples for post-incident/near miss must be collected as soon as reasonably practicable – alcohol within two hours of the event, and for drug tests within 12 hours of the event. If the alcohol test is not conducted within two hours, the employer should continue to make an effort to have the worker tested for up to eight hours and prepare and maintain, on file, a record why the test was not administered within the 2-hour timeframe.

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

3.3.2 Documentation and Incident Reporting

Completion of the *Alcohol and Drug Testing Rationale Form* and applicable alcohol-and drug-related fields in the Corporate Incident Management Database (CIMD) are required for all incidents with an impact (actual or potential) of 2 or greater.

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

3.4 Reasonable grounds testing

Reasonable grounds testing is conducted when a safety sensitive worker's actions, appearance or conduct while engaged in Company business, working on or off Company premises, when driving Company vehicles, when on call and when assisting with an emergency give reasonable grounds to suspect the consumption or use of alcohol, drugs, and/or certain medications. If a leader or other individual believes, based upon personal observation, that the actions, appearance or conduct of a worker are indicative of not being fit for duty or under the influence of alcohol, drugs, and/or medication, where possible they must engage a second person to confirm the assessment of the worker's actions, appearance, and conduct. Examples of reasonable grounds may include, but are not limited to:

- direct observation of a policy violation
- detection of possible presence of contraband
- direct observation of physical or behavioural signs (e.g., difficulty in maintaining coordination, slurred speech, smell of alcohol on breath, extreme drowsiness)
- statements by the worker that suggest potential violation of the Fit for Duty Policy or the Alcohol & Drug Standard
- pattern of failure to follow safety rules or operating procedures

3.4.1 Testing criteria

If a leader or other individual believes there are reasonable grounds for testing, they should, where possible, engage H&S or another Cenovus representative (e.g., another leader, a member of H&S, Enterprise Security or HR, etc.) on site to confirm the assessment of the worker's actions, appearance, or conduct.

Referral of an individual for testing should be based on specific, personal observations and be documented. Figure 3 is an example of reasonable grounds assessment found on the Cenovus

Alcohol & Drug Testing Rationale Form Information regarding testing procedures is provided in Section 5 of this guideline.

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

Failure to pass the test or refusal to participate in the testing process indicates non-compliance with the Alcohol & Drug Standard.

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

Figure 3: Reasonable grounds assessment checklist

3.4.2 Documentation and incident reporting

Completion of the *Alcohol & Drug Testing Rationale Form* is required when alcohol and/or drug use is suspected by workers in safety-sensitive positions and testing is considered.

The rationale form should be entered into the supplemental information in the Corporate Incident Management Database (CIMD) along with the completion of applicable alcohol- and drug-related fields.

3.5 Fitness for duty assessment / return to work plan

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

3.6 Next steps if a decision to test has been made

Once a decision has been made to send a worker for post-incident, near miss or reasonable grounds testing, the following steps should be taken:

- the worker should be immediately removed from duty and escorted to a safe place, if not already
- the leader should inform the worker that they will be referred for testing

- the leader, or the leader's delegate, must promptly transport the worker to the testing facility, and in any event no later than in the timeframes set out in the Testing Standards section of this document
- the Testing Program Administrator will instruct the worker as to the testing procedures
- the worker must follow the instructions of their leader and the Testing Program Administrator and cannot return to duty unless compliant test results are obtained. Non-compliant test results will be addressed in accordance with the Alcohol & Drug Standard
- the worker's leader and/or site representative will receive notice as to whether the test results were compliant or non-compliant, and Occupational Health will receive a full report of the test results
- notify security of non-compliant test results to ensure site access is revoked

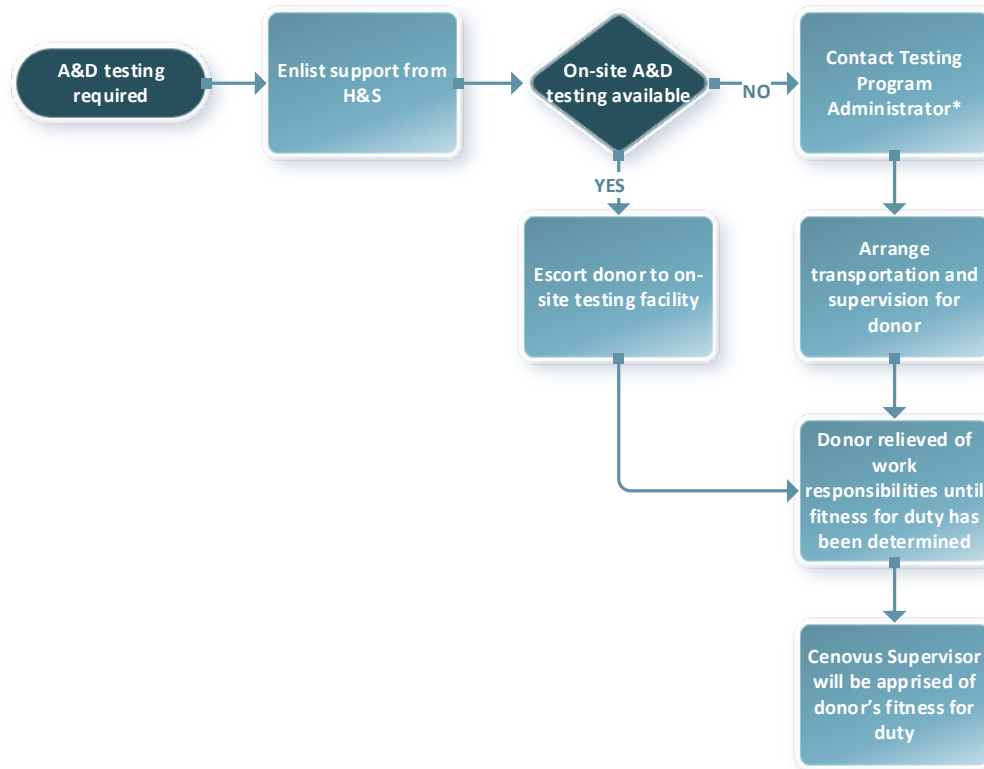


Figure 4: Alcohol and drug testing process

Collection and administration of tests must be performed by trained collection agents. Samples for post-incident must be collected as soon as reasonably practicable; alcohol within two hours of the event, and drug test within 12 hours of the event.

* Legacy Cenovus sites: eScreen Canada ULC at 1-888-378-4832 to make testing arrangements

* Legacy Husky Sites: Homewood Health at 1-888-222-2425 to make testing arrangements

4 Testing standards

4.1 Testing methods

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

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

Collection and administration of tests must be performed by trained collection agents, preferably by those US Department of Transportation certified. Samples for post-incident must be collected as soon as reasonably practicable; alcohol within two hours of the event, and drug test within 12 hours of the event. If the alcohol test is not conducted within two hours, the employer should continue to make an effort to have the employee tested for up to eight hours and prepare and maintain, on file, a record why the test was not administered within the 2-hour time frame.

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

4.2 Test results

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

Table 1: Positive alcohol test results

Safety Sensitive Positions
≥ 0.02 grams/210 litres of breath
All Other Positions
≥ 0.040 grams/210 litres of breath

A **positive drug test** is one in which the amount of drug confirmed in a sample is at or exceeds the cut-off limits; the cut-off limits are as follows:

Table 2: Positive drug test results

Drug	Initial Test Levels (ng/ml)*	Confirmation Test Levels (ng/ml)*
Marijuana Metabolites	50	15
Cocaine Metabolites	150	100
Opioid Metabolites		
Codeine	2000	2000
Morphine	2000	2000
Hydrocodone	300	100
Hydromorphone	300	100
Oxycodone	100	100

Oxymorphone	100	100
Fentanyl	20	2
6-Acetylmorphine	10	10
Phencyclidine (PCP)	25	25
Amphetamines	500	--
Amphetamine	--	250
Methamphetamine	--	250
MDMA ¹	500	250
MDA ²	--	250

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

1. Methylenedioxymethamphetamine

2. Methylenedioxyamphetamine

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

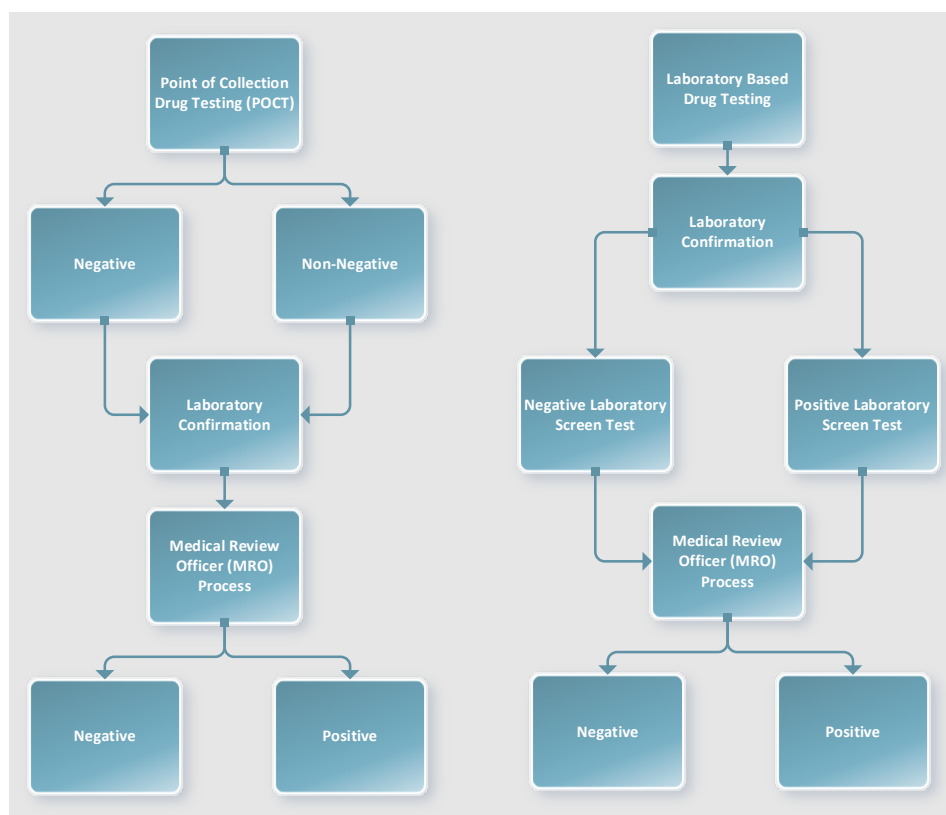


Figure 5: Drug testing results

POCT Tests are sent for Laboratory Confirmation Testing and MRO Review

Negative Results – Workers are fit for duty

Non-negative or Positive – Workers are unfit for duty

5 Alcohol and drug testing services

Alcohol and drug testing must be completed by an accredited Third-Party Administrator (TPA).

5.1 Referral requirements

The following information will be required at the time of referral:

- confirmation that the individuals to be tested are Cenovus employees, contractors, or suppliers
- name and phone number of the referral source
- Cenovus asset, activity, and work location
- time of event (NOTE: Samples for post-incident must be collected as soon as reasonably practicable; alcohol within two hours of the event, and drug test within 12 hours of the event.) If the alcohol test is not conducted within two hours, the employer should continue to make an effort to have the driver tested for up to eight hours and prepare and maintain, on file, a record why the test was not administered within the 2-hour time frame
- name of donors (workers to be tested)
- mobile or clinic collection
- location and directions to the worksite (for the mobile collector, if required)
- closest city or town
- additional site contact person's name and phone number, if required (e.g., if the mobile collector needs to be granted access on site)

5.2 Donor requirements

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

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

5.3 Post-testing actions

- Workers are temporarily suspended from work until a fitness for duty notification from Testing Program Administrator is received by their leader or another designated Cenovus representative.
- Workers can resume their duties and/or return to Company premises once they are deemed fit based on the breath alcohol testing and the initial (POCT) drug testing notification, or through subsequent laboratory confirmation. Confirmation of the worker's fitness for duty via laboratory-based testing is required after the POCT drug test and will be communicated to the leader as soon as possible (see Figure 4 - Drug testing results).
- Workers deemed unfit for duty are relieved of their duties and/or removed from Company premises, and in the case of employees, Human Resources/OH must be contacted.

6 Roles and responsibilities

Table 3: Roles and responsibilities

Role	Description
Leaders	<ul style="list-style-type: none">• recognize the effects of alcohol, drugs and medications in the workplace and monitor the work performance of teams and take action regarding any violations or suspected violations of the Cenovus's Alcohol and Drug Program• with the assistance of appropriate supporting functions, determine if alcohol and drug testing is required and arrange for testing in a timely manner• monitor compliance and report any violations or suspected violations of the A&D Program• complete all forms and documentation that is required in advance of testing, including the Alcohol and Drug Testing Rationale Form and complete all required CIMD reporting• communicate non-compliant results with Security to ensure site access is revoked
Health & Safety	<ul style="list-style-type: none">• coordinate conduct and/or participate in incident/near miss investigations with due consideration of potential alcohol and drug impairment• support Leaders in determining if alcohol and drug testing is required in accordance with this Procedure and assist in the testing arrangements• provide support to Cenovus Security-led alcohol and drug searches• select and manage both the supplier for alcohol and drug testing and the medical review officer
Occupational Health	<ul style="list-style-type: none">• perform duties of the company testing administrator• offer consultation services to employees who seek assistance with medication impacts• oversee pre-assignment/placement and site access alcohol and drug testing for all safety-sensitive employees• oversee interpretation and communication of employee alcohol and drug testing results for pre-employment/placement

Staff	<ul style="list-style-type: none"> read, understand, and comply with Cenovus's Alcohol and Drug Testing Procedure
Enterprise Security	<ul style="list-style-type: none"> support leaders in determining if alcohol and drug testing is required in accordance with Cenovus's Alcohol & Drug Testing Procedure provide assistance into the investigation of situations where there are reasonable grounds to believe there has been a violation of the Alcohol and Drug Program
Disability Management	<ul style="list-style-type: none"> support leaders in determining if alcohol and drug testing is required in accordance with Cenovus's Alcohol & Drug Testing Procedure provide assistance into the investigation of situations where there are reasonable grounds to believe there has been a violation of the Alcohol and Drug Program
Human Resources	<ul style="list-style-type: none"> oversee communication of employee alcohol and drug testing results

7 Training and competency

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

8 Related information

8.1 Terms and abbreviations

Table 4: Terms and abbreviations

Term	Definitions
Alcohol	Any substance that may be consumed and that has an alcoholic content in excess of 0.5 percent by volume.
Alcohol & Drug Program (A & D Program)	Includes but is not limited to all documents and processes associated with managing alcohol & drugs at Cenovus, such as Fit for Duty Policy, Alcohol & Drug Standard, Search Procedure, Alcohol & Drug Testing Procedure, Life Saving Rules, and Safety Sensitive Position Standard.
Company or Cenovus	means Cenovus Energy Inc. and its Affiliates. Affiliate includes any Company, person, partnership, or other legal entity which controls or is controlled by Cenovus Energy Inc.
Company business	All business activities undertaken in the course of Cenovus's operations, whether conducted on or off Company premises. It includes those situations when an employee is representing or could reasonably be perceived as representing Cenovus in the performance of their duties.

Term	Definitions
Company premises	Includes, but is not necessarily restricted to, all land, property, camps, structures, installations, vehicles, and equipment owned, leased, rented, operated, or otherwise directly controlled by Cenovus for the purpose of conducting Company business.
Contraband	Contraband – Goods that are obtained through an unlawful act, are unlawful to possess, or contravene Cenovus policies, practices, standards, procedures or field accommodations rules including but not limited to any drug, drug paraphernalia, alcohol, item intended to mask or alter the outcome of an alcohol or drug test, prescription medication for which the holder is not the prescribed person, prohibited or restricted weapon (or imitation thereof) or explosive substances or devices (or imitation thereof). Contraband also includes any property unlawfully obtained from Cenovus or any worker, or property restricted in the field accommodations rules.
Cenovus Testing Collector	The person responsible for collecting testing sample under the Alcohol & Drug Testing Procedure.
Contractor	Individuals who provide services related to day-to-day business, operations, or on a specific project of Cenovus or its subsidiaries through a contractual arrangement with a supplier, but who may be individually screened or selected based on their particular knowledge, skills, and capabilities.
DOT	United States Department of Transportation.
Drug or Drugs	includes any drug, substance, chemical or agent, the use or possession of which is unlawful in Canada, and also includes any otherwise legal but illicitly-used substances, including medications and non-prescription medications obtained without proper medical authorization or not used as indicated, any cannabis products (including Tetrahydrocannabinol (THC) or Cannabinoid (CBD)-containing substances that are not medications, synthetic forms of illegal substances (e.g. synthetic marijuana, synthetic cocaine and amphetamine analogues, etc.) and other substances not being used for their intended purposes.
Drug Paraphernalia	Includes any personal property, equipment, product, or accessory which is associated with or manufactured for the making, use, or concealment of any drug, or any item intended to mask or alter the outcome of an alcohol or drug test.
Employee	Individuals employed by Cenovus or its subsidiaries (collectively "Cenovus") and on Cenovus's payroll.
Fit for duty or fitness for duty	a state of physical and mental fitness to perform assigned duties competently and in a safe manner.
Incident	An event that results in an injury, illness, property damage or loss. Worker exposure events are considered incidents.

Term	Definitions
Incident Impact	A rating used to describe the potential impact of an incident. The impact table of the risk matrix is used to determine actual and potential impact.
Medical Review Officer or MRO	A licensed physician certified as a Medical Review Officer who is independent of the Company and who is responsible for receiving the laboratory report and reviewing any positive results with the employee to determine any alternative medical reasons for the result before reporting to the employer. The MRO makes the final decision on whether it is a verified positive, a verified refusal (adulterated or substituted) or a negative result.
Medication	both Prescription and Non-Prescription Medications.
Near miss	An event that had the potential to result in an injury, illness, property damage or loss, but did not.
Non-Prescription Medications	substances, chemicals, or agents used for medicinal purposes that can be lawfully purchased and consumed without a prescription.
On Call	Employees who have been designated as being on-call in accordance with a communicated schedule.
Pre-assignment	Prior to starting a new safety sensitive position, whether that is the result of new employment, or reclassification of an existing position.
Prescription Medication	any substance, chemical or agent used for medicinal purposes that is obtained through prescription. For the purposes of Cenovus's Alcohol & Drug Standard and all related documents, a "prescription" includes a medical document as that term is defined in the Access to Cannabis for Medical Purposes Regulations.
Reasonable Grounds	Information established by the direct observation of individual's actions, appearance or conduct while at work that give reason to suspect the consumption of alcohol, drugs, or certain medications.
Safety Sensitive Position or SSP	As set out in the Safety Sensitive Position Standard
Safety Sensitive Workers	Personnel who work in safety sensitive positions.
Supplier or Service Provider	Entity or party that agrees to furnish Cenovus with a certain number or quantity of goods, material, personnel and/or services. The word "vendor" has also been used.
Staff	Individuals who conduct work for the benefit of Cenovus, including employees and contractors, but excluding suppliers/service providers.
Substance Abuse Expert	An individual with clinical knowledge and experience in the diagnosis and treatment of alcohol and drug-related disorders and certified as a Substance Abuse Expert.

Term	Definitions
Testing Program Administrator	A service provider engaged to: <ul style="list-style-type: none"> • Manage sample collection • Provide Medical Review Officer services • Liaise with the Company Testing Administrator • Administer the selection process for unannounced testing in accordance with the Alcohol & Drug Standard, as well as the Alcohol & Drug Testing Procedure • Select test days for those on a follow-up testing program
Workers	All working personnel on a Cenovus site, including employees, contractors, and supplier/service provider personnel.

8.2 References

Table 5: Internal governing references

Document title or link	Relevance
Fit for Duty Policy	Corporate Policy
Alcohol and Drug Standard	Corporate Standard
HSE Schedule	Cenovus health, safety and environmental requirements (schedules) for suppliers
Search Procedure	Corporate Procedure
Safety Sensitive Position Standard	Health and Safety Standard
Privacy Policy	Corporate Policy
Employee Privacy Standard	Corporate Standard

Table 6: Other references

Document title or link	Relevance
Alcohol & Drug Testing Rationale Form	Health and Safety Form
Canadian Leader's Fit for Duty Guide	
Contractor & Supplier Alcohol and Drug Guidance	Health and Safety Guidance

Appendix A: Alcohol and drug testing scenarios

Scenario	Response/Actions (Leader)	Resources
A Leader observes a safety sensitive worker displaying physical signs or behaviours that causes suspicion of alcohol or drugs use.	<ul style="list-style-type: none"> <input type="checkbox"/> If you suspect that the worker is unfit for duty safely remove the worker from that situation <input type="checkbox"/> Enlist support from H&S or another Cenovus representative (i.e., Security) to discuss your observations/concerns and get a second opinion <input type="checkbox"/> Document your observations <input type="checkbox"/> Refer to the Cenovus Alcohol & Drug Testing Procedure to determine if testing is appropriate <input type="checkbox"/> Complete the Alcohol and Drug Testing Rationale Form <input type="checkbox"/> If testing is appropriate, engage Health & Safety for assistance <input type="checkbox"/> Relieve worker of his/her work responsibilities until fitness for duty has been determined 	<ul style="list-style-type: none"> • H&S, HRBP and Security representatives • Cenovus Integrity Helpline: 1.877.760.6766 • Legacy Cenovus: eScreen Canada at 1-888-378-4832 • Legacy Husky: Homewood Health at 1-888-222-2425 • <i>Alcohol & Drug Testing Rationale Form</i>
A Leader believes a safety sensitive worker's involvement (act or omission) in an incident or near miss was affected by alcohol and drug use	<ul style="list-style-type: none"> <input type="checkbox"/> Determine if the workplace incident had an impact rating (actual or potential) of 2 or greater and whether the worker's act or omission caused or contributed to incident <input type="checkbox"/> Refer to the Cenovus Alcohol & Drug Testing Procedure to determine if testing is appropriate <input type="checkbox"/> Complete the Alcohol & Drug Testing Rationale Form for any incident impact rating (actual or potential) is 2 or greater <input type="checkbox"/> If testing is appropriate, engage Health & Safety for assistance <input type="checkbox"/> Upload the completed rationale form into the supplemental information and complete the applicable CIMD fields <input type="checkbox"/> Relieve worker of their work responsibilities until fitness for duty has been determined 	<ul style="list-style-type: none"> • H&S representatives • Legacy Cenovus: eScreen Canada at 1-888-378-4832 • Legacy Husky: Homewood Health at 1-888-222-2425 • <i>Incident Management Process</i> • Corporate Incident Management Database (CIMD) • <i>Alcohol and Drug Testing Rationale Form</i>
A worker is entering a safety sensitive position	<ul style="list-style-type: none"> <input type="checkbox"/> Contact Human Resources and determine whether the position is safety sensitive using the Safety Sensitive Position Standard <input type="checkbox"/> Refer to the Cenovus Alcohol & Drug Testing Procedure to determine if testing is appropriate <input type="checkbox"/> Have Human Resources initiate pre-assignment alcohol and drug testing for the safety-sensitive individual 	<ul style="list-style-type: none"> • HR Business Partners • <i>Alcohol & Drug Standard</i> • <i>Safety Sensitive Position Standard</i>

Scenario	Response/Actions (Leader)	Resources
A safety sensitive worker is suspected of possessing or offering for sale prohibited medications, drugs, drug paraphernalia, alcohol, or devices for tampering with alcohol and drug testing	<ul style="list-style-type: none"> <input type="checkbox"/> Enlist support of Cenovus Security or Health & Safety if you suspect a violation of the Alcohol and Drug Program <input type="checkbox"/> Refer to the Alcohol & Drug Testing Procedure to determine if testing is appropriate and follow guidance as required. 	<ul style="list-style-type: none"> • H&S and Security representatives • Cenovus Integrity Helpline 1.877.760.6766 • <i>Alcohol & Drug Testing Rationale Form</i> • Legacy Cenovus: eScreen Canada at 1-888-378-4832 • Legacy Husky: Homewood Health at 1-888-222-2425
A safety sensitive worker refuses to be tested for alcohol or drugs	<ul style="list-style-type: none"> <input type="checkbox"/> Immediately remove worker from duty <input type="checkbox"/> Remove worker from worksite as soon as possible <input type="checkbox"/> For employees, contact Cenovus Human Resources, as a refusal to comply with a testing request is considered as a violation of Cenovus Alcohol and Drug Policy <input type="checkbox"/> For Suppliers, contact the suppliers Leader, as a refusal to comply with a testing request is considered as a violation of Cenovus Alcohol and Drug Policy <input type="checkbox"/> Notify Cenovus Security or appropriate site personnel of non- compliance status of the worker to ensure site access is suspended 	<ul style="list-style-type: none"> • <i>Alcohol & Drug Standard</i> • Cenovus Security representatives • HR Business Partners & Analysts
A safety sensitive worker tests negative for alcohol or drugs	<ul style="list-style-type: none"> <input type="checkbox"/> Return worker to work without discipline 	<ul style="list-style-type: none"> • <i>Alcohol & Drug Standard</i>
A safety sensitive worker tests positive for alcohol or drugs	<ul style="list-style-type: none"> <input type="checkbox"/> Immediately remove worker from duty <input type="checkbox"/> Remove worker from worksite as soon as possible <input type="checkbox"/> For employees contact Cenovus Human Resources, as a confirmed positive test result is considered a violation of the Alcohol and Drug Program <input type="checkbox"/> Suppliers will execute their own A&D Program as it relates to the testing result. <input type="checkbox"/> Notify Cenovus Security or appropriate site personnel of any unfit-for-duty status to ensure site access is suspended <input type="checkbox"/> Discipline will be case-specific and determined by leadership in consultation with Human Resources, Health & Safety and Legal 	<ul style="list-style-type: none"> • Cenovus Security representatives • Occupational Health • Cenovus Legal • HR Business Partners & Analysts • <i>Alcohol & Drug Standard</i>