

# Fit for Duty Policy

**Owner: Vice-President, Health & Safety**

Effective date: January 28, 2010

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## Purpose

Recognizing the safety-sensitive nature of our operations and our commitment to safe operations, this Fit for Duty Policy (Policy) and its related standards and procedures outline Cenovus's expectations regarding fitness for duty, and how Cenovus will enforce those expectations.

Factors such as drug, alcohol and medication use, fatigue, stress and illness can affect performance and pose a risk to a safe workplace. Cenovus is committed to protecting the health and safety of all workers, those affected by our activities, and the communities in which we live and operate. Cenovus has implemented this Policy and its related standards and procedures to support the identification and management of workers who are unfit for duty, including:

- Setting the expectation that all workers on our sites (employees, contractors and supplier workers) arrive and remain fit for duty.
- Prohibiting alcohol and drugs at our worksites.
- Setting expectations regarding the responsible use of prescription and non-prescription medications.
- Monitoring and reviewing work shifts to address the potential for fatigue.
- Implementing an alcohol and drug program, including testing and search procedures.
- Providing appropriate support when employees bring alcohol, drug or medication use issues to our attention.
- Taking disciplinary action in the event of a breach of this Policy and its related standards and procedures.

## Scope

This Policy applies to all staff in all our operating jurisdictions when they are engaged in company business, working on or off company premises, when driving company vehicles, when assisting in an emergency or when on call.

The related documents referenced below apply within the assets or jurisdictions indicated in those documents. Where there is any inconsistency between this Policy and a related document, the higher standard will prevail.

Cenovus's suppliers are expected to develop and enforce their own policies and practices that meet or exceed the fit for duty expectations set out in this Policy and its associated requirements.

## Policy statements

Workers must arrive and remain fit for duty. Fit for duty means being physically and mentally fit to perform assigned duties.

Workers have a responsibility to ensure their own safety and the safety of those affected by their activities and must report fit for duty and remain fit for duty while engaged in company business, while on company premises, when driving company vehicles, when on call, and when assisting with an emergency. They must be in a condition to carry out their day-to-day job duties safely and effectively without putting at risk their own health and safety, or the health and safety of other workers, the public, the environment, or Company assets.

Cenovus considers a worker unfit for duty if injury, illness, physical and/or mental health-related concerns, fatigue or the use of alcohol, drugs or medications results in or could result in a reduced ability to perform work safely and/or effectively.

Workers also have a responsibility to identify and report safety issues to the Company. If a worker has reasonable grounds to believe they or someone else is unfit for duty, they must report the situation to a supervisor, Cenovus representative, on-site medical staff, Enterprise Security, Health & Safety or a Human Resources Business Partner. Where fit for duty situations do not require immediate action, the Integrity Helpline or the Investigations Committee may be used to report concerns.

Cenovus provides resources to assist employees in being fit for duty. Employees are encouraged to use these resources to proactively manage their personal health and well-being. All such information will be dealt with in confidence.

## Compliance and enforcement

Disciplinary action up to and including termination of employment or services agreement will be taken for violations of this Policy and its related documents.

## Related policies and standards

Canada	United States	Asia Pacific
<ul style="list-style-type: none"> <li>• Alcohol &amp; Drug Standard                             <ul style="list-style-type: none"> <li>○ Alcohol &amp; Drug Testing Procedure</li> <li>○ Alcohol &amp; Drug Testing Rationale Form</li> <li>○ Search Procedure</li> <li>○ Life Saving Rules</li> </ul> </li> <li>• Work Health Standard                             <ul style="list-style-type: none"> <li>○ Fatigue Management Procedure</li> </ul> </li> <li>• Safety Sensitive Position Standard</li> <li>• Field Supervisors' Fit for Duty Guide</li> <li>• Contractor &amp; Supplier A&amp;D Guideline</li> <li>• Fatigue Risk Management Standard (Atlantic Canada)</li> </ul>	<ul style="list-style-type: none"> <li>• Superior Refinery Drug, Alcohol and Substance Abuse Program</li> <li>• Lima Drug &amp; Alcohol Policy</li> <li>• Life Saving Rules Standard</li> </ul>	<ul style="list-style-type: none"> <li>• Fatigue Risk Management Procedure</li> <li>• Asia Pacific Procedure Mental Demands</li> <li>• Life Saving Rules Standard</li> </ul>