



**TOTAL**  
COMMITTED TO BETTER ENERGY

## DRUG AND ALCOHOL DIRECTIVE

Total Kenya Management is well aware that abuse of drugs and alcohol can impair an employee's performance at work and poses a serious risk to Safety and Health.

1. Drugs will refer to any substance or formulation as described under the "DRUGS and POISONS ACT". Reporting on duty or being on duty whilst impaired by illicit drugs or under the influence of alcohol is prohibited;
2. The use of illicit drugs, possession, distribution or sale within the Company premises is illegal.
3. Smoking in the office and within the Depots is prohibited.
4. ALCOBLOW breath testing will be conducted on all persons seeking entry into any Depot. Entry will only be allowed if the test confirms no alcohol in the breath sample. At Total Kenya head office, tests will be conducted randomly with similar consequence on non conformance.
5. Alcohol may be available at designated company sites as part of the merchandise and the sale is subject to the prevailing legislation.
6. Some medical treatments could impact the ability of employees to perform their day-to-day duties (by causing dizziness or drowsiness for example). In such cases, employees are required to inform their management so that adequate decisions are taken to avoid any risk of accident.

The Management recognizes drug and alcohol dependence as a treatable condition and the Human Resources Department will readily assist any affected employee in confidence and "without prejudice" within the staff medical scheme. However, violation of this policy will lead to disciplinary action as laid out in relevant Human resources directives and company rules.

**ALUKO Olagoke**  
Managing Director

A handwritten signature in black ink, appearing to be 'A. Olagoke'.