

## TO 400 ALCOHOL AND INTOXICATING SUBSTANCES, OPERATING GUIDELINE

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### 1 Alcohol and intoxicating substances

Outokumpu’s Tornio plants and Kemi mine follow a zero-tolerance policy with regard to alcohol and intoxicating substances. These guidelines on alcohol and intoxicating substances have been agreed upon in employer–employee negotiations, and they apply to everyone working in or visiting the plant area. Being under the influence of alcohol or intoxicating substances is prohibited in the plant area. Possession, consumption and offering of alcoholic drinks or intoxicating substances in the plant area is prohibited. Anyone in the area may be subjected to a breathalyzer test or a drug screen test.

The representatives of Outokumpu plants (supervisor or representative of the security company) or a service provider (contractor) of our plant have the right to have a breathalyzer test performed on a person suspected of being under the influence of alcohol, with the consent of the employee in question. With the breathalyzer test, the employee can also prove that they are capable of work. Employees are also required to inform their supervisors whenever they observe activities in breach of the substance abuse program. Even if the person had the right to access the plant area based on the breathalyzer test but there is a strong suspicion about the person’s capacity for work regardless of the test result, the person’s supervisor is contacted. The supervisor assesses the situation and, if necessary, requests a written assessment of capability for work from the occupational healthcare services.

A representative of Outokumpu’s Tornio plants and Kemi mine (herein referring to Outokumpu Stainless Oy, Outokumpu Chrome Oy and Outokumpu Shipping Oy) has the right and obligation to remove an intoxicated person from the plant area. In addition, the representative of Outokumpu’s Tornio plants and



Kemi mine is obligated to inform the removed person's supervisor or service provider's (contractor's) contact person of the breach of safety instructions.

At the end of this document, there is a procedure for supervisors to apply in situations in which their employee or a service provider's employee under their supervision gets a non-zero reading in the breathalyzer test. In addition, there is a procedure for the person who has received a non-zero reading in the breathalyzer test.

## 1.1 Breathalyzer tests

Breathalyzer tests are arranged to be able to monitor compliance with the zero-tolerance policy based on the plant's substance abuse program. With the breathalyzer test, the employee can prove that they are not under the influence.

Breathalyzer tests can be arranged at any time of the day. Various breathalyzer tests include:

- breathalyzer tests whose location and time are determined randomly
- mass breathalyzer tests (tests at several gates at the same time)
- breathalyzer tests in the case of suspected substance abuse

In the area of the Tornio plants, breathalyzer tests are taken by the security company of the area, **Avarn Security Oy**.

At the Kemi mine, breathalyzer tests can be taken by the mine's supervisors and the security service provider **Avarn Security Oy**.

The breathalyzer tests are organized by the security service provider **Avarn Security Oy** and the central safety organization. The person administering the breathalyzer test must have sufficient (documented) training in using the alcometer and familiarity with the operating model.

## 1.2 Alcometers

Alcohol measurements are taken using alcometers intended for professional use. In terms of accuracy, the alcometers are "professional models," such as those used by the police. The alcometers indicate the measurement result to two decimal places (X, XX). To ensure the reliability of results, the meters used in breathalyzer tests are calibrated regularly (annually) at a service shop authorized by the equipment supplier. At the Tornio plants, the **central safety organization** is responsible for the calibrations.

## 1.3 Intoxicating substances

Working under the influence of intoxicating substances is prohibited in the Tornio plants and Kemi mine. Drug screen tests are performed by the plant's occupational healthcare services, if necessary.

## 2 Operating guidelines for breathalyzer test situations

In random or mass breathalyzer tests, a security guard asks the person to provide a breathalyzer sample upon arrival at the plant area. A person subjected to a breathalyzer test due to suspected use of alcohol provides the breathalyzer sample in the presence of a witness. If the person arrived driving their own car and the test result is 0.50 or over, the matter will be reported to the police.

## 2.1 Breathalyzer tests at the turnstiles and vehicle gates

1. A security guard asks the person to provide a breathalyzer sample upon arrival at the plant area.
2. The breathalyzer test is performed.
  - if the test result is not zero, three breathalyzer tests are taken, the last of which is decisive
  - the breathalyzer tests are performed every 10 minutes
  - the breathalyzer tests are performed using different alcometers to confirm the correctness of the measurement result
  - if the result of the third breathalyzer test deviates from zero, the person is denied access to the plant area and their Flexim key is taken away or their access right on the Flexim is cancelled.
  - The meter reading applied is always the one indicated by the meter; no "safety reduction" (0.03 per mille), which is the meter error indicated by the manufacturer, is applied.
3. The person administering the breathalyzer test reports the matter to **Juhana Jääskeläinen in the central safety organization (or his deputy) at the Tornio plant, and to Jari Leskelä (or his deputy) at the Kemi mine**, and they will relay the information further.

In-house personnel:

- the person's supervisor, department head and director
- HR manager

External service providers (contractors):

- Outokumpu's contract client/hourly work client
- if necessary, the shift supervisor of the area in question
- department head and director
- department safety engineer/coordinator (project sites)
- occupational safety and health manager (or their deputy)

4. The Flexim key that was taken away is placed in an envelope at **the main gate in Tornio** or at the information point at the mine. The person's name and a note about making the person provide a breathalyzer sample when retrieving the Flexim key are written on the envelope. The Flexim key is handed back in accordance with the normal Flexim handover guidelines (the person's identity and documents and cards required of external service providers are confirmed). A person that has been removed from the plant area due to alcohol may not return to work until the following workday.

## 2.2 Establishing a person's capacity for work

If it is suspected that a person is under the influence of alcohol in the plant area:

1. The person's work is suspended
2. The supervisors of the area or Outokumpu's controller (service provider) are contacted
3. The person provides a breathalyzer sample in the presence of a witness
  - The person is escorted to the Tornio area control center or the supervisor premises of the Kemi mine for the breathalyzer test
4. If the result deviates from zero (0.03 or more), two additional breathalyzer tests are performed every 10 minutes
5. If the third test result is still 0.03 or more, the person is removed from the plant area

- The person is escorted to change into their own civilian clothes
- The person's Flexim key is taken away
- The person is escorted out of the plant area and, if necessary (test result 0.50 per mille or over), transport (taxi etc.) out of the area is called for them

6. The person removed from the plant area due to alcohol is reported to:

In-house personnel:

- the person's supervisor, department head and director
- HR manager

External service providers (contractors):

- Outokumpu's contract client/hourly work client
- if necessary, the shift supervisor of the area in question
- **the line operations manager and head of department**
- department safety engineer/coordinator (project sites)
- occupational safety and health manager (or their deputy)

7. The Flexim key that was taken away is placed in an envelope at **the main gate in Tornio** or at the information point at the mine. The person's name and a note about making the person provide a breathalyzer sample when retrieving the Flexim key are written on the envelope. The Flexim key is handed back in accordance with the normal Flexim handover guidelines (the person's identity and documents and cards required of external service providers are confirmed). A person that has been removed from the plant area due to alcohol may not return to work until the following workday. If access rights have been removed from the person's Flexim key, they are returned in connection with the new breathalyzer test.

## 2.3 Equipment damage and traffic accidents

The parties to a traffic accident and significant equipment damage in the plant area are required to take a breathalyzer test.

If a personal injury occurs in a traffic accident and/or the breathalyzer test result is positive (over 0.03), the matter must be reported to the emergency response center, which relays the information to the authorities. If a severe personal injury occurs in an equipment damage situation, the matter must be reported to the emergency response center, which relays the information to the authorities.

If the event requires informing the emergency response center, the instructions issued by the authorities are followed about follow-up measures.

In other equipment damage situations, an overall assessment based on the factors that influenced the event (intoxicating substances etc.) and follow-up measures are decided on based on these observations.

## 2.4 Problem situations

If a person refuses to take a breathalyzer test, they are obligated to leave the plant area. The person may also prove that they are not under the influence (e.g., obtain a blood test result) at their own cost. The person's Flexim key is taken away in such cases, too. If the person refuses to hand over their Flexim key, access rights are removed from the Flexim key by the area control center. The refusal is reported through the normal notification procedure.

### 3 Consequences in cases of substance abuse

#### 3.1 Person employed by Outokumpu

The matter is addressed with the person at the workplace in accordance with Outokumpu's substance abuse program as soon as possible.

Any consequences will be dealt with separately from this, in accordance with current procedures, as soon as possible.

- in matters related to the processing of the situation, the person responsible for HR matters at the department is contacted
- before determining the consequences, an overall assessment is made, taking into account previous violations, the severity of the violation in question, and other similar issues

#### 3.2 Person employed by an external service provider (contractor)

The breathalyzer test results of external persons are classified based on the alcometer reading:

- 0.00–0.03 is interpreted as zero
- 0.03–0.49 is interpreted as a minor case
- 0.50 and over is interpreted as an aggravated case

Minor cases: The person is removed from the plant area. The case is processed on the following business day between Outokumpu's contract supervisor, the service provider's contact person and the person who gave the positive breathalyzer test. The person is warned and informed that the next case (within 36 months) will result in a minimum ban of 12 months to the area of the Tornio plants and Kemi mine.

Aggravated cases: The person is removed from the plant area. The case is processed on the following business day between Outokumpu's contract supervisor, the service provider's contact person and the person who gave the positive breathalyzer test. The person is informed that their access rights are canceled, and a fixed-term ban (a minimum of 12 months) on the area of the Tornio plants and Kemi mine is imposed on the person.

**Note! A "safety reduction" (0.00-0.02) is only applied to results close to zero, so that all readings below 0.03 are interpreted as zero. In other situations, no "safety reduction" is applied, so the reading indicated by the meter is what is recorded.**

### 4 Kemi mine

The substance abuse guidelines for the Kemi mine and Tornio plants are primarily similar. Only the breathalyzer test situations differ from Tornio, as the mine does not have security guards present 24 hours a day (for more details, see section 1.1).

However, passage related to the use of the forest sauna is not included in the scope of this guideline.

The alcometers used for breathalyzer tests at the mine and their instructions for use are in the following places:

- in the control center in the office building of the mine, in the mine department's supervisor shift change room

- in the social premises of the maintenance site on level 500 in the supervisors' office