

TO 400 ALCOHOL AND NARCOTICS GUIDELINES

Contents

1	Alcohol and narcotics	1
1.1	Breathalyzer tests.....	2
1.2	Breathalyzers	2
1.3	Narcotics.....	2
2	Procedure for performing the breathalyzer tests	2
2.1	Breathalyzer tests on turnstiles and vehicle gates.....	2
2.2	Detection of the person's ability to work.....	3
2.3	Equipment damages and traffic accidents	4
2.4	Problem situations.....	4
3	Sanction process in cases of substance abuse	5
3.1	Outokumpu employees	5
3.2	Employees of an external service provider (contractor).....	5
4	The Kemi Mine	5

1 Alcohol and narcotics

Outokumpu's Tornio mills and the Kemi mine have zero tolerance in relation to alcohol and narcotics. The code of conduct of alcohol and drugs is a co-operation procedure agreed upon and the instructions apply to all persons working in or visiting at the factory area. One cannot appear on the factory area under the influence of alcohol or drugs. Possession of alcoholic beverages or narcotics, consumption and offering them at the mill site is prohibited. All the people working in the area may have to give a breathalyzer test or become a subject to drug testing.

A representative of the Outokumpu mills (a supervisor or a representative of a security firm) or a service provider of the mills (contractor) has the right to perform, at the person's own consent, a breathalyzer test, if the person is suspected of being intoxicated. The breathalyzer test also enables the worker to demonstrate he/she is able to work. Also, the employees are always required to notify their superior if they observe behavior against the substance abuse program. Although the breathalyzer test would allow the person to enter the area, if there is, despite the test, a strong suspicion of the person's ability to work, one should contact the person's superior. The superior evaluates the situation and, if necessary, asks for a written assessment of work ability from the occupational health services.

A representative of Outokumpu Tornio mills and Kemi mine (which in this case means Outokumpu Stainless Oy, *Outokumpu Chrome Oy* and *Outokumpu Shipping Oy*) has the right and obligation to remove a person from the factory area who appears intoxicated or under the influence of drugs. In addition to this, the Outokumpu Tornio mills and Kemi mine representative must inform the superior of the removed person or the contact person of the service provider (contractor) of actions violating the safety guidelines.



1.1 Breathalyzer tests

Breathalyzer tests are carried out in order to monitor the zero-tolerance compliance of the plant substance abuse program. With the breathalyzer test an employee can also indicate his/her non-intoxication.

Breathalyzer tests may be arranged during any time of the day. Different-breathalyzer tests are:

- breathalyzer tests where the location and time are randomly chosen
- mass breathalyzer tests (on several gates at the same time)
- breathalyzer tests on substance abuse suspicion
- breathalyzer tests related to running the occupational healthcare

At the area of the Tornio mills the breathalyzer tests are implemented by the operator of the area surveillance and the occupational healthcare.

At the Kemi mine the breathalyzer tests are implemented by superiors in the mine and the operator of the area surveillance and the occupational healthcare.

Breathalyzer tests are organized by the supplier of the security services and the area security group of the mill service. Breathalyzer tests are organized by the supplier of the security services and the HSEQ organization at the Kemi mine. The performer of the breathalyzer test must have sufficient (documented) training and operating knowledge for using the breathalyzer.

1.2 Breathalyzers

Breathalyzer tests are performed using a breathalyzer intended for professional use. The breathalyzers are so-called precision models, which are used by the police, for example. The breathalyzers display the result with two decimals (X.XX). The meters used for breathalyzer testing are calibrated on a regular basis (annually) by a supplier-authorized service representative to ensure the reliability of the results. At Tornio works the calibration is the responsibility of the area security group of the mill service and at the Kemi mine the safety engineer.

1.3 Narcotics

It is forbidden to work at the Tornio mills and Kemi mine area under the influence of narcotics. If required, a drug test is administered at the occupational healthcare of the plant.

2 Procedure for performing the breathalyzer tests

On random testing or mass testing the person is tested by the security guard at his arrival to the site. Due to suspected intoxication the person makes the breathalyzer test in the presence of a witness. If the person has arrived with his/her own car and the test result is 0.50 or over, the event will be reported to the police.

2.1 Breathalyzer tests on turnstiles and vehicle gates

1. The person is tested by the security guard when he/she enters the mill area
2. The breathalyzer test is conducted
 - if the test result differs from zero, two more tests are conducted, the last being determinative.

- tests are conducted in every 10 minutes.
 - the tests are performed using a different breathalyzer to ensure the correctness of the result
 - if the result of the third test is also above zero, the person is not allowed to enter the plant area and his/her Flexim key is taken away or the access permission of the key is removed.
 - the meter reading is always what the meter indicates. The meter error (0,03 per mil) reported by the manufacturer will not be deducted.
3. The performer of the test reports the case to the Safety Manager (or a substitute) at the Tornio mills and to the HSEQ group at the Kemi mine, who reports the event further.

Own personnel:

- to the superior of the employee, head of the department and the manager
- to the physician of the plant
- head of the employment

External service providers (contractors):

- Outokumpu's contract / work subscriber
 - if necessary to the shift foreman of the area
 - to the head of the department and the manager
 - to the occupational safety engineer of the department (project sites)
 - to the physician of the plant
 - head of the occupational safety (or a substitute)
4. The confiscated Flexim is put into an envelope at the area control center or the info desk of the mine. The name of the person is written onto the envelope, with the note that the person should be breathalyzer tested when he/she comes to collect the Flexim key. The Flexim key is given back according to the normal Flexim transfer instructions (checking the identity and, for external contractors, the required documents and cards). A person who has been removed from the area due to intoxication may return to work the next working day.

2.2 Detection of the person's ability to work

When suspecting a person appearing on the plant area is intoxicated:

1. The work of the person is interrupted
2. The local area management or the Outokumpu supervisor (service providers) is contacted
3. A breathalyzer test is administered in the presence of a witness
 - the person is escorted to the Tornio area control center or the Kemi mine work management facilities for a breathalyzer test
4. If the result is above zero (over 0.03) two more breathalyzer tests will be made in every 10 minutes.
5. If the third breathalyzer test result is above 0.03, the person is removed from the plant area.
 - the person is escorted to changing back to his/her own clothes
 - the Flexim key of the person is taken away
 - the person is escorted outside the plant area, and, if necessary (a result of 0.50 or above), a transportation (e.g. a taxi) is ordered for him/her

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

Own personnel:

- to the superior of the employee, head of the department and the manager
- to the physician of the plant
- head of the employment

External service providers (contractors):

- Outokumpu's contract / work subscriber
- if necessary to the shift foreman of the area
- to the head of the department and the manager
- to the occupational safety engineer of the department (project sites)
- to the physician of the plant
- head of the occupational safety (or a substitute)

7. The confiscated Flexim is put into an envelope at the area control center or the info desk of the mine. The name of the person is written onto the envelope, with the note that the person should be breathalyzer tested when he/she comes to collect the Flexim key. The Flexim key is given back according to the normal Flexim transfer instructions (checking the identity and, for external contractors, the required documents and cards). A person who has been removed from the area due to intoxication may return to work the next working day. If the access permit has been removed from the person's Flexim key, it is restored at the control breathalyzer test.

2.3 Equipment damages and traffic accidents

The parties of a traffic accident or a significant equipment damage are given a breathalyzer test.

If a traffic accident leads to personal injury and/or the breathalyzer test is positive (over 0.03), the emergency response center must be informed, which will forward the information to the authorities.

If a serious personal injury occurs in the event of an equipment damage, the event shall be reported to the emergency response center, which will forward the information to the authorities.

If the event requires a notification to the emergency response center, the follow-up actions will comply with the instructions given by the authorities.

In other events of equipment damage, a total evaluation of the situation is carried out based on contributing factors (including drugs) and further measures are decided based on these observations.

2.4 Problem situations

If the person refuses the breathalyzer testing, he/she is obliged to leave the factory area. The person may also indicate his/her drug-free state (e.g. blood test) at his/her own expense. Also, in these situations the Flexim key is taken away. If the person refuses to give away the Flexim key, the access permit is removed from the key by the area control center. Refusal is reported according to the normal reporting procedure.

3 Sanction process in cases of substance abuse

3.1 Outokumpu employees

The matter is discussed as soon as possible with the person at the worksite according to the Outokumpu substance abuse program.

Possible sanctions are considered separately from the discussion, according to the current practice as soon as possible.

- in matters related to processing the event, the department's HR responsible person is contacted
- before stating the sanctions, a comprehensive evaluation is to be made, which takes into account, for example, previous violations, the seriousness of the present offense, and other such matters

3.2 Employees of an external service provider (contractor)

The breathalyzer test results of external persons are classified according to the breathalyzer reading:

- 0.00 – 0.03 is considered equal to zero
- 0 – 0.49 is considered a mild offence
- 0.50 and above is considered a serious offence

Mild offenses: The person is removed from the factory area. The case will be processed the next working day with Outokumpu's contract administrator and the service provider's contact person as well as with the person who gave the positive result on the test. A warning is given to the person and he/she is informed that the next case (within the next 36 months) will result in a ban of at least 12 months from the Tornio mills and Kemi mine areas.

Serious offenses: The person is removed from the factory area. The case will be processed the next working day with Outokumpu's contract administrator and the service provider's contact person as well as with the person who gave the positive result on the test. The person is informed that his/her access rights are removed, and he/she is given a temporary ban (at least 12 months) from entering the areas of Tornio mills and Kemi mine.

The employer of a person caught under the influence of alcohol or drugs in the workplace shall submit a written report to the Outokumpu's contract / work subscriber about the penalties imposed on the person and the treatment prepared for the potential problem of addiction in accordance with the management plan.

4 The Kemi Mine

The Kemi Mine and Tornio Works substance abuse guidelines are basically the same. Only breathalyzer test situations differ from the Tornio activities, because the mine has no on-the spot guarding around the clock (see item 1.1 for more details).

Movements related to the use of the Metsä Sauna are not within the scope of this document.

The breathalyzers and their instructions used at the mine for testing are located:

- in the mine office building in the mining department foremen's shift change room (command center)
- in the foremen's office (Toke) at the social premises of the 500-level maintenance facilities