



## **POLICY ON ZERO TOLERANCE TO THE USE OF ALCOHOL AND / OR NARCOTICS ON THE TERRITORY OF BMF PORT BURGAS EAD**

As part of the commitment of BMF Port Burgas EAD to protect the health of its employees, as well as of all outsiders residing or performing work processes on the territory of the Port, in order to guarantee a safe workplace and ensure the provision of quality products and services, BMF Port Burgas EAD issues this policy, emphasizing its position on the use of alcohol and / or narcotics by employees and outsiders to the organization. As the use of these substances at the workplace and outside of it can seriously endanger the safety of employees and to prevent the provision of products of the highest quality, the management of BMF Port Burgas EAD is committed to preventing the use of such substances at the workplace.

This policy applies to all employees, independent contractors of BMF Port Burgas EAD and all outsiders residing on the territory of BMF Port Burgas EAD.

### **THE OBJECTIVES OF THIS POLICY ARE:**

- Preserving the health and life of the employees of BMF Port Burgas EAD;
- Making every effort to create a work environment free of alcohol and / or narcotics that affects the work performance of employees;
- Ensures the observance of the normative and internal requirements for appearing at work in a condition that allows the performance of the assigned tasks and the non-use of alcohol and / or other intoxicants during working hours;
- Provision of training to all employees on the prevention of alcohol and / or drug abuse and implementation of this policy;

### **THE MAIN PARTS OF THIS PROGRAM ARE:**

1. The residence on the territory of BMF Port Burgas EAD under the influence of alcohol and / or narcotics **is prohibited**;
2. The performance of any work activities and obligations under the influence of alcohol and / or narcotics on the territory of BMF Port Burgas EAD **is prohibited**;
3. BMF Port Burgas EAD prohibits the distribution, possession or use of alcohol and / or narcotics at the workplace or during the performance of work duties. Employees who violate this policy are subject to disciplinary action, including termination of employment. Notwithstanding the above, nothing in this policy prohibits the responsible consumption of alcoholic beverages during business or social events where alcohol is served.;
4. The outsiders for BMF Port Burgas EAD, who violate the present policy, are subject to actions for their removal from the territory of the Port and deprivation of their right for subsequent access.
5. BMF Port Burgas EAD provides periodic training to its employees in connection with the objectives of this policy.
6. Carrying out checks and tests on the use of alcohol and narcotics:

In the interest of the safety and health of its employees, BMF Port Burgas EAD reserves the right to carry out inspections for alcohol use for the implementation of this policy. The types of inspections and the manner of conducting and documenting inspections for alcohol use are regulated in a current order of the General Director of BMF Port Burgas EAD.

In the interest of the safety and health of its employees, BMF Port Burgas EAD reserves the right to conduct tests for the use of narcotics for the implementation of this policy. The means and the manner of conducting inspections



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for the use of narcotics are regulated in Instruction I-196 and a current order of the General Director of BMF Port Burgas EAD.

Checks and tests for the use of alcohol and / or narcotics may be performed:

- periodically on a random basis;
- for a given reason - signal, doubts, changes in work performance and / or the presence of external signs, behaviour and / or special reactions and others;
- as required by a counterparty program or required by contract;
- in causing and / or participating in incidents of any type with people and / or infrastructure on the territory of BMF Port Burgas EAD.

In case of a positive result from an inspection / test to an outsider to BMF Port Burgas EAD, the employer of the violator is officially informed, and the person is subject to immediate removal from the territory of the Port and revocation of the right for subsequent access.

The inspections / tests are performed with complete confidentiality of the reported results and preservation of the dignity of the tested persons.

### **INTRODUCTION TO THE CURRENT POLICY:**

All persons residing on the territory of BMF Port Burgas EAD must be informed of this policy and must get acquainted with its content.

Prior to starting work at BMF Port Burgas EAD, all employees are provided with a copy of this policy as part of the current "Rules of Procedure" for familiarization and employees agree to comply with this policy by signing a Declaration of Acquaintance and Consent. The signed declaration is stored in the personal file of each employee of BMF Port Burgas EAD.

All contractors are obliged to comply with this policy, as well as to inform BMF Port Burgas EAD about established cases of use of alcohol and / or narcotics by their employees on the territory of the Port. The staff of the contractors shall be provided with a copy of the current policy for acquaintance during the initial briefing according to Ordinance № RD-07-2 of December 16, 2009 on the terms and conditions for conducting periodic training and briefing of employees about the rules for ensuring safe and healthy working conditions. The persons are obliged to observe it by signing a Declaration of Acquaintance and Consent.

In order to protect the safety and health of its employees, BMF Port Burgas EAD provides periodic training to its employees on the abuse of alcohol and / or narcotics during the mandatory periodic briefings in accordance with Ordinance № RD-07-2 of December 16, 2009 on the terms and conditions for conducting periodic training and instruction of employees on the rules for ensuring safe and healthy working conditions. This training is conducted according to an approved program and provides information on the dangers of alcohol and drug abuse in the workplace, as well as the penalties for violating this policy.

1. *This policy mainly defines the actions of BMF Port Burgas EAD in the field of abuse of alcohol, narcotics or other prohibited substances. Other company policies may be applied in this area to the extent that they do not conflict with this policy.*
2. *BMF Port Burgas EAD reserves the right to change or amend this policy at any time in its sole discretion.*



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- 3. If part of this policy is determined to be invalid or unenforceable by law, the rest of the policy remains in full force and effect.*

**This policy shall enter into force on 07.10.2021.**

**SIGNATURE DELETED ACC. TO PDPA**

**BORIS BALEV,**

**Chief Executive Director BMF PORT BURGAS EAD**

**DECLARATION OF ACQUAINTANCE AND CONSENT WITH THE  
POLICY ON ZERO TOLERANCE TO THE USE OF ALCOHOL AND / OR  
DRUGS ON THE TERRITORY  
OF BMF PORT BURGAS EAD**

**The undersigned,**

Name, Surname, Family Name:

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Occupation:

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Company/Organization:

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**hereby declare that:**

- I am familiar with the content of the Policy on zero tolerance to the use of alcohol and / or narcotics on the territory of BMF Port Burgas EAD
- I undertake not to violate the ban on the import, distribution, possession, use and storage of alcohol and / or other intoxicants on the territory of BMF Port Burgas EAD
- I am aware that the residence on the territory of BMF Port Burgas EAD under the influence of alcohol and / or narcotics is prohibited;
- I am aware that the performance of any work activities and duties under the influence of alcohol and / or narcotics on the territory of BMF Port Burgas EAD is prohibited;
- I am aware that in case of violation of the established rules I am subject to removal from the territory of BMF Port Burgas EAD and revocation of the right for subsequent access;
- I am informed that in case of a positive result of an inspection, my Employer will be informed;
- I have been informed that I may be subjected to a check for the use of alcohol and / or narcotics while respecting the complete confidentiality of the reported results and preserving my dignity.

**Signature of the declarant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

