

Alcohol and Tobacco Policy

Preamble:

International Gas and Oil Trading Guyana Inc. (IGOT Guyana Inc.) is committed to providing a safe, healthy, and productive work environment for all employees. This policy outlines our expectations regarding the use of alcohol and tobacco on company premises and during work hours.

Scope:

This policy applies to all employees, regardless of their position or tenure, as well as temporary workers, contractors, and visitors while on company premises or engaged in company business.

Prohibited Conduct:

The following acts are strictly prohibited:

- Possession or consumption of alcohol on company premises or during work hours, except for approved events where alcohol is explicitly served with management consent.
- Smoking (including e-cigarettes and vaping) on company premises or in company vehicles.
- Being under the influence of alcohol or tobacco while at work or attending work-related functions.
- Selling or distributing alcohol or tobacco on company premises.
- Driving under the influence of alcohol or tobacco while on company business.

Reporting and Enforcement:

- Employees who observe violations of this policy are encouraged to report them to their supervisor or Human Resources.
- All reports will be investigated confidentially and promptly.



- Violations of this policy may result in disciplinary action, up to and including termination of employment.

Employee Support:

We understand that some employees may struggle with alcohol or tobacco dependence. IGOT Guyana Inc. offers confidential support services through an Employee Assistance Program (EAP) or other resources to help employees overcome these challenges.

Communication and Training:

This policy will be communicated to all employees through email. Employees will also receive training on this policy and its implications.

Review and Update:

This policy will be reviewed and updated periodically to reflect changes in regulations or company practices.

Additional Considerations:

- Compliance with Guyana Laws and Regulations: This policy must comply with all applicable laws and regulations related to alcohol and tobacco use in Guyana.

Administrative Information

Procedure Owner / Approver Luis J. Rojas

Signature

Approval Date 10 October 2023

Effective Date 01 January 2024

Procedures Jorge Rivas – Manager

Change Log

Date	Reason for Change	Change Made By
1/1/2024	Approval	Luis J. Rojas