

Global Drug and Alcohol Policy

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Global Drug and Alcohol Policy

1. Introduction

Altera Infrastructure L.P., its subsidiaries, controlled affiliates, and general partner, Altera Infrastructure GP L.L.C. (collectively “Altera”, the “Group”, “we”, “us”) expects all Altera Employees (as defined herein) to maintain a level of personal conduct consistent with our values and in full compliance with all applicable law. This Policy establishes our approach to the use of drugs and alcohol in the workplace and at business related events and our commitment to maintaining a safe and professional work environment.

2. Scope

This Policy aligns with the Altera Code of Conduct and applies to all Altera entities, and all Altera directors, officers, shore-based and sea-faring employees, contract workers, and any other individuals that we notify as being specifically within its scope (collectively, “You” or “Employees”) but does not form part of any Employee’s contract of employment.

3. Policy and Requirements

3.1. Policy Statement

Alcohol and drugs can impair your judgement and decision making, threatening your health and safety and the health and safety of other Employees and individuals. Altera takes the wellbeing of its Employees seriously and we have therefore adopted a zero-tolerance approach to drug and alcohol misuse and in certain circumstances, such as on our vessels and in our operational offices, a total prohibition.

As Altera’s operational offices provide 24/7 services to our vessels and our seafarers, if you work in one of these offices you must comply with any applicable zero-tolerance Altera requirements.

Subject to the limited exceptions set out in this Policy, you must never show up to work or perform your work responsibilities under the influence of alcohol or drugs, whether illegal or legal. If you suspect that another Employee is under the influence, you should immediately report it to your direct team leader or the appropriate Human Resources (“HR”) function. For the purposes of this Policy and all other Altera requirements, “under the influence” means consuming any amount of alcohol, illegal drugs, or drugs that may impair your ability to perform your duties.

3.2. Illegal Drugs

We will comply with all applicable law in each jurisdiction in which we operate and will maintain suitable policies and procedures to ensure such compliance. We expect all Employees to know and comply with applicable law, this Policy, and other relevant Altera requirements.

You must not bring, distribute, sell, or use illegal drugs while on Altera premises, vessels, or units or while you are engaged in Altera business activities.

3.3. Prescription and Legal Drugs

While we acknowledge that many Employees require legal, prescription drugs and medication, you must not distribute, sell, or misuse such drugs while on Altera premises, vessels, or units, or while you are engaged in Altera business activities.

If you require legal, prescription drugs that may negatively influence your performance or judgement at work, you must ensure that you discuss this with your doctor and that your doctor carefully reviews in advance whether you are fit to carry out your role. You must promptly notify your direct team leader and HR representative of your doctor's opinion and provide adequate supporting evidence / documentation.

3.4. Alcohol

During the normal course of business, you must not consume alcohol on Altera premises, vessels or units, or while you are engaged in any Altera business activities. Special occasions onshore, such as Altera events, celebrations, and functions with customers, whether they are on Altera premises or in other work-related situations, are excepted from this rule. In such situations Management may approve the distribution and moderate and appropriate consumption of alcohol. Such approval will be made on a case by case basis and at Management's discretion.

Your actions during these events will reflect on Altera. We expect all our Employees to act responsibly and professionally at all times on these occasions. If you chose to drink alcohol at such an event, you must do so in moderation.

3.5. Role of Leaders

Before any Management-approved special occasion, Altera leaders should raise awareness of this Policy and are responsible for ensuring that appropriate transport home for attendees is arranged. If you are a leader, and you become aware of any action or behaviour at an Altera event that contravenes our Code of Conduct, this Policy, or any other Altera requirement, you must promptly take appropriate action, which may include, but is not limited to, reporting the behaviour and the individuals involved to the appropriate HR function.

3.6. Training

Altera will ensure that relevant Employees receive appropriate drug and alcohol guidance and training as and when necessary. You must participate in such trainings as required.

4. Terms and Definitions

Altera / Group / We / Us	Altera Infrastructure L.P., its subsidiaries, controlled affiliates, and its General Partner, Altera Infrastructure GP L.L.C.
Altera Chief Executive Officer	The Altera Employee appointed as Chief Executive Officer of Altera Infrastructure Group Ltd.
Employee / You	Any director, officer, shore-based or seafaring employee, or contract worker of an Altera entity, and any other individuals that we specifically notify as being within the scope of this Policy.
Management	The Employees, so appointed, who are individually or jointly responsible for the decision-making, general operation, and administration of the Group or a business unit, as indicated.
May	Used to indicate a discretionary choice.
Must / Shall / Will	Used to indicate a non-discretionary directive or requirement.

5. Roles and Responsibilities

Altera Chief Executive Officer	Responsible for approval of this Policy.
Altera Head of Human Resources	Owner of this Policy and responsible for developing, implementing and maintaining a program of drug and alcohol compliance for Altera in accordance with the requirements of this Policy and applicable law. This includes ensuring that this Policy, any associated documents, and the program itself are kept up to date and monitored appropriately.
Local Human Resources Departments	Responsible for complying with this Policy and adapting any local procedures to comply with this Policy and local law.
Employees	Responsible for adhering to the requirements of this Policy and any supporting Altera requirements.

6. Deviations

No exemptions from this Policy or associated Altera requirements may be granted unless there are exceptional circumstances, or this Policy or other requirements are obviously not applicable. All requests for exemptions must be made in advance in writing to the Altera Head of Human Resources. Exemptions must be duly documented.

7. Revision

This Policy shall be reviewed and approved by the Altera Chief Executive Officer at least once every two years. The Altera Head of Human Resources may also propose revisions to this Policy as needed, but any substantive changes must be approved by the Altera Chief Executive Officer.

8. Enforcement

Compliance with this Policy and associated Altera requirements is mandatory. Failure to comply will be considered misconduct and may result in disciplinary action up to and including termination for cause, and in the case of directors, removal from the board of directors to which they are appointed. Where events warrant, action in violation of this Policy or associated Altera requirements may also be reported to relevant authorities. Violations will be assessed and handled on a case by case basis in line with Altera policies and procedures.

9. Associated Altera Requirements

- Altera Code of Conduct
- Altera Global Anti-Discrimination, Anti-Harassment and Fraternisation Policy