



**FIT FOR DUTY**

# Search Procedure

**Owner: Senior Manager, Operational Security**

Effective date: January 6, 2011

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## Purpose

Cenovus is committed to providing a safe and healthy work environment. Searches are conducted on company premises to detect, deter and reduce drug and alcohol possession and/or trafficking of any contraband or prohibited items as described in this Procedure.

This Procedure provides an overview of the process and methodology used to conduct searches on company premises.

## Scope

This Procedure applies to all workers and visitors on company premises in Canada, including any vehicles, assets or other property in their care or custody. In other jurisdictions, Cenovus complies with the provisions of the applicable statutes and regulations and may develop a separate procedure where appropriate.

## Roles and responsibilities

**Enterprise Security & Investigations (ESI)** has administrative and operational responsibility for this Procedure, including the development of an operational search plan (as approved by the Director, ESI), to detail the search process and the roles and responsibilities of each member of the assigned Search team. ESI is also responsible for establishing the Search team, providing a copy of the operational search plan to each member, and fully briefing them on their respective roles.

The **Search team** is responsible for executing the operational search plan. Detector dogs and handlers, as part of the Search team, must have credentials, validations and training approved by ESI and identified in their specific service orders. A recorder shall be identified in the Search Team to maintain detailed notes and photographs, as applicable, to ensure accuracy. A search coordinator shall also be designated responsible for submitting reports to the Director, ESI, and permitting requests for access to rooms while a search is underway.

## Contraband and prohibited items

### Alcohol and drugs

Cenovus's expectations of workers regarding alcohol and drugs when they are engaged in company business, working on or off company premises, while present on company premises, when driving company vehicles, when on scheduled call or when assisting with an emergency are set out in the Fit for Duty Policy and the Alcohol & Drug Standard, and include that workers are prohibited from:

- a. Possessing, distributing, offering for sale, using or consuming drugs (except where permitted as medication in accordance with the Alcohol & Drug Standard) or drug paraphernalia.
- b. Offering for sale of any medication, or using any medications other than as permitted by the Alcohol & Drug Standard.
- c. Using any medications, including prescription and non-prescription medications, other than as permitted by the Alcohol & Drug Standard.
- d. The unauthorized possession, distribution, transportation or offering for sale of alcohol.

- e. Possessing, distributing, transporting or consuming any cannabis product or any product containing alcohol or drugs while working in a safety sensitive position, or while present at a remote or dry site (including a camp), including during meals or breaks.
- f. Possessing or using any product or device that could tamper with any sample for an alcohol or drug test.
- g. Reporting for work or working:
  - With an alcohol or drug level equal to or greater than the concentrations set out in the Alcohol & Drug Testing Procedure.
  - While not fit for duty due to the use of alcohol, drugs, or medication.

## Weapons and other prohibited items

As weapons also pose a significant risk to workers, the following items (or imitations thereof) are also expressly prohibited on company premises:

- Firearms (unless approved by ESI).
- Any explosive substance or incendiary device (or imitation thereof).
- Any prohibited weapon (or imitation thereof) as identified in the Criminal Code of Canada.
- Any item for which the intended use is to cause harm or injury to any other person.
- Any other items as may be designated by Cenovus Security as prohibited from time to time.

## Search methodology

While this Procedure does not provide details on specific search techniques, the following procedures apply to all searches conducted on company premises:

- All searches on company premises are conducted under the direction of Enterprise Security.
- Searches may be random or with reasonable cause.
- Searches are conducted in a professional manner, with respect and consideration for the privacy of workers and visitors.
- In all cases, a Cenovus employee will be present where a search is being conducted.
- Searches are conducted in accordance with the operational search plan.
- Random searches are conducted on corporate property, personal property, equipment, vehicles and other items on company premises.
- To ensure integrity of the search process, specific notification will not be provided to workers or visitors prior to a search.
- Workers or visitors may or may not be present at the time of the search. Refusal to comply with or grant a search is a violation of this Procedure.
- Upon completion of each search, a detailed report of findings is presented to the Director, Enterprise Security for distribution to approved individuals.

## Search notification

Cenovus communicates the methods and expectations of this Procedure to all workers and visitors at the company premises in the following ways:

- Orientation – An overview of this Procedure and written examination is provided at the mandatory site-specific orientation session to all workers and visitors entering company premises.
- Field accommodations rules – Upon registration for field accommodations, workers are required to read and initial a list of camp rules, including a summary of this Procedure which directs the worker to the full Procedure and advises that they may request a copy of this Procedure at any time.
- Signage – This Procedure will be posted in various locations throughout Cenovus premises. Signage notifying residents, workers and visitors about this Procedure will be prominently displayed throughout company premises.
- Access – Copies of this Procedure are available on Helix, on [www.cenovus.com](http://www.cenovus.com), and are available upon request at any time from camp managers or Enterprise Security.
- Contracts – Suppliers:

- i. Are required to have in place alcohol and drug programs which comply with applicable laws, Cenovus's policies (including Cenovus's alcohol and drug program) and industry standards.
- ii. Must ensure that all of their workers performing services at, or while present on, company premises are aware of, and in compliance with, the requirements of Cenovus's policies, including the alcohol and drug program which, for clarity, includes this Procedure. For clarity, the supplier personnel shall be subject to search, and are required to comply with this Procedure, in the same way as if they were company employees.

## Search of field accommodations

To the extent possible, searches of field accommodations are conducted at times which are respectful of shift and sleep schedules of residents. Once a search is initiated, residents will not be allowed to enter the search area until the search is completed, unless a request by a resident for access to the search area while a search is underway is granted, at the sole discretion of the search coordinator. Residents are notified in writing if their room was subject to a search.

Immediately following the search, the search coordinator will submit a report (in the approved form) to the Director, ESI.

## Search of vehicles

All vehicles entering or on company premises may be subject to search.

Following a vehicle search, the search coordinator will submit a report (in the approved form) to the Director, ESI.

## Search of worksites and common areas

Searches at worksites or common areas of company premises are conducted utilizing the same process as field accommodation searches; however, Cenovus Health & Safety staff must be present to ensure that safety is maintained while in work areas.

Following searches of worksites and common areas, the search coordinator submits a report (in the approved form) to the Director, Enterprise Security.

## Compliance and enforcement

### Monitoring

Enterprise Security is responsible for monitoring compliance with this Procedure. Any instances of non-compliance will be reported to the Director, Enterprise Security.

### Consequences of non-compliance

Violations of this Procedure may result in disciplinary action, up to and including removal from company premises, suspension of access privileges, and/or termination of employment or contract.

### Suppliers

Failure of a supplier to:

- (i) Have, maintain and enforce an alcohol and drug policy or practice that meets or exceeds the alcohol and drug program.
- (ii) Comply and cause their workers to comply with the alcohol and drug program in respect of services performed by their workers on, or while present at, company premises, may result in actions for enforcement under the applicable agreement for services (e.g. Master Service and Supply Agreement, Contractor Services Agreement, Purchase Order) up to and including

immediate removal of its workers from company premises, suspension or termination of the same by Cenovus.

Supplier personnel found in possession of any contraband or other items prohibited by this Procedure, or otherwise in violation of the alcohol and drug program, will be denied access to or removed from company premises.

## References

- Criminal Code of Canada

## Support

Please contact the Senior Manager, Operational Security, for any support or questions related to this Procedure.

## Related policies and standards

- Fit for Duty Policy
- Alcohol & Drug Standard
- Alcohol & Drug Testing Procedure
- Life-saving rules
- Work Health Standard
- Fatigue Management Guidance
- Safety Sensitive Position Standard
- Canadian Field Leaders Fit for Duty Guide
- Contractor Health and Safety Program Requirements
- Privacy Policy

## Glossary

**Alcohol** – Any substance that may be consumed and that has an alcoholic content in excess of 0.5 percent by volume and includes the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl, found in medicines or other products.

**Alcohol & drug program** – Includes, but is not limited to all documents and processes associated with managing alcohol and drugs at Cenovus, such as Fit for Duty Policy, Alcohol & Drug Standard, Search Procedure, Alcohol & Drug Testing Procedure, and Life Saving Rules.

**Cannabis products** – means any product that includes Tetrahydrocannabinol (THC) or Cannabinoid (CBD) containing substances in ingestible, smoked, vaporized or any other form whatsoever and includes, without limitation, edibles, extracts and concentrates and topical products such as lotions, creams, sprays, ointment, oils, gels and balms, and for greater certainty, includes synthetic marijuana.

**Company or Cenovus** – means Cenovus Energy Inc. and its affiliates. **Affiliate** includes any company, person, partnership or other legal entity which controls or is controlled by Cenovus Energy Inc.

**Company business** – All business activities undertaken in the course of Cenovus's operations, whether conducted on or off Company Premises. It includes those situations when a worker is representing, or could reasonably be perceived as representing Cenovus in the performance of their duties.

**Company premises** – Includes, but is not necessarily restricted to, all land, property, camps, structures, buildings, Fixed Base Operations, installations, or any part thereof owned, leased, rented, operated or occupied by the company, and for clarity, for the purposes of this Search Procedure, includes third party-owned accommodations occupied by Cenovus workers, as well as vehicles, aircraft, vessels and equipment owned, leased, rented, operated or otherwise directly controlled by Cenovus or used in the course of company business.

**Contraband** – Goods that are obtained through an unlawful act, are unlawful to possess, or contravene Cenovus policies, practices, standards, procedures or field accommodations rules including but not limited to

any drug, drug paraphernalia, alcohol, item intended to mask or alter the outcome of an alcohol or drug test, prescription medication for which the holder is not the prescribed person, prohibited or restricted weapon (or imitation thereof) or explosive substances or devices (or imitation thereof). Contraband also includes any property unlawfully obtained from Cenovus or any worker, or property restricted in the field accommodations rules.

**Contractor** – individuals who provide services related to day-to-day business, operations, or on a specific project of Cenovus or its subsidiaries through a contractual arrangement with a supplier, but who may be individually screened or selected, based on their particular knowledge, skills and capabilities. Services provided typically have an expected start and end date. The supplier engages with the individual as an employee or as a (sub)contractor, and, where applicable, is responsible for the employment relationship, including payroll, any benefits, and all applicable statutory remittances. The supplier also provides workers' compensation coverage, specified levels of insurance and may be responsible to ensure required training, certifications, and readiness for-work are confirmed for the services.

**Detector dog** – Dogs which have been specially trained and qualified for the detection of illegal drugs, and/or explosive substances.

**Dog handler** – A qualified and trained person in control of a detector dog that has been specifically trained in the detection of illicit substances such as drugs and explosive substances.

**Drug or drugs** – for the purposes of the alcohol and drug program a drug includes any drug, substance, chemical or agent, the use or possession of which is unlawful in Canada, and also includes any otherwise legal but illicitly-used substances, including medications obtained without proper medical authorization or not used as indicated, any cannabis products that are not medications, synthetic marijuana, synthetic forms of illegal substances (e.g. synthetic cocaine and amphetamine analogues, etc.) and other substances not being used for their intended purposes.

**Drug paraphernalia** – Includes any personal property, equipment, product or accessory which is associated with or manufactured for the making, use, or concealment of any drug, or any item intended to mask or alter the outcome of an alcohol or drug test.

**Employee** – Individuals employed by Cenovus or its subsidiaries (Cenovus) and on Cenovus's payroll.

**Enterprise Security & Investigations** – Personnel providing security services on behalf of Cenovus including, but not limited to, Enterprise Security, Security Specialists and Cenovus Contract Security.

**Explosive substance** – Any explosive chemical compound, mixture, or device, the primary or common purpose of which is to produce an explosion i.e. with substantially instantaneous release of gas and heat. The definition of explosive substance will also include improvised explosive device, functional or designed to appear to be functional.

**Field accommodation(s) (or room(s) or camps)** – A space provided by Cenovus to certain workers to stay between days on shift.

**Medication** – both prescription and non-prescription medications.

**Non-prescription medications** – substances, chemicals, or agents used for medicinal purposes that can be lawfully purchased and consumed without a prescription.

**Prescription medication** – any substance, chemical or agent used for medicinal purposes that is obtained through a prescription from a health care professional. For the purposes of Cenovus's Alcohol & Drug Standard and all related documents, a "prescription" includes a medical authorization for medical cannabis.

**Random** – An unpredictable and unannounced pattern of identifying rooms, vehicles, worksites and property of workers and visitors for the purposes of searching.

**Reasonable cause** – Any observation or reliable information that leads to a reasonable belief that a worker or visitor is in possession of, or concealing upon themselves, or in any company premises, any contraband.

**Resident** – A worker registered as occupying any type of Cenovus provided or contracted field accommodation.

**Safety sensitive position** – As set out in the Safety Sensitive Position Standard.

**Safety sensitive workers** – any worker who works in a safety sensitive position.

**Scheduled call** – Workers who have been designated as being on-call in accordance with a communicated schedule.

**Search team** – A team assembled by Cenovus for the purpose of conducting a search under this Procedure which may consist of, but is not limited to, the following personnel: Enterprise Security, Security Specialists, Cenovus Contract Security, Range Control Officers, Range Safety Coordinators, Dog Handlers, Detector Dogs, Contractor Supervisors, Resident's employer representative and/or other security personnel as required.

**Supplier** - A supplier is any third-party enterprise or entity that provides Cenovus with goods or services including, but not limited to, service providers, vendors, consultants, manufacturers, fabricators, distributors, and contractors (collectively suppliers).

**Vehicle** – Any motorized transportation method or industrial or commercial motorized equipment, and includes any vehicles, commercial or privately owned, parked or operating on company premises.

**Visitor** – Someone attending on company premises on a temporary basis and who, for greater certainty, is not an employee, contractor, or personnel of a supplier.

**Workers** – Any or all people working on company premises, including union and non-union employees, contractors and supplier/service provider personnel.