

Health & Safety Procedure

Document Title:	Alcohol and Drug Testing Procedure
Approver:	
Document Owner:	
COIMS Element:	General
Document Number:	0003-000023
Review Cycle (years):	3
Issued Date:	September 13, 2022
Reissue Date:	January 1, 2026
Effective Date:	March 1, 2026

Version	Description
2.10	Updates to section 3 & 8

For interim version details see section 9 Revision history.

Please click [Document Feedback Tool](#) and provide your experience with this document so we can improve our processes.

Contents

1	Purpose	3
2	Application	3
3	Alcohol and drug testing	3
3.1	Alcohol and drug testing situations	3
3.2	Testing compliance	3
3.3	Pre-assignment/pre-employment and site-access testing	4
3.4	Post-incident or near-miss testing	4
3.5	Reasonable cause testing	6
3.6	Next steps if a decision to test has been made	7
3.7	Post-testing actions	7
3.8	Fitness for duty assessment/return to work plan	8
4	Testing standards	8
4.1	Testing methods	8
4.2	Test results	10
5	Alcohol and drug testing services	12
5.1	Referral requirements	12
5.2	Donor requirements	13
6	Roles and responsibilities	13
7	Training and competency	14
8	Related information	14
8.1	Terms and abbreviations	14
8.2	References	17
9	Revision history	18
Appendix A: Alcohol and drug testing scenarios		19

Tables

Table 1: Alcohol and drug test matrix	9
Table 2: Alcohol test results	10
Table 3: Urine drug concentration limits	10
Table 4: Oral fluid drug concentration limits (COAA Model 2018 + Fentanyl)	11
Table 5: Internal governing references	17
Table 6: Other references	17
Table 7: Revision history	18

Figures

Figure 1: Post-incident testing criteria	5
Figure 2: Drug testing results	12

1 Purpose

Cenovus recognizes that the use of alcohol, drugs and certain medications can adversely affect job performance, health and safety, and the well-being of others. It can also place the integrity and safety of Cenovus's operations at **risk**.

To minimize the risk of adverse health effects and unsafe performance due to alcohol, drugs and medications, Cenovus has implemented a comprehensive Alcohol and Drug Program (A&D Program) that includes testing.

2 Application

The Cenovus Alcohol and Drug Testing Procedure applies to all **staff** in Canada when engaged in **Company business**, working on or off **Company premises**, when driving Company vehicles, when on call and when assisting with an **emergency**.

Cenovus **suppliers** are expected to comply with applicable laws, Cenovus policies and industry standards, and to develop and enforce alcohol and drug policies and procedures that meet or exceed Cenovus's A&D Program.

3 Alcohol and drug testing

Alcohol and drug testing is just one process used to identify and control consumption of alcohol and use of drugs in the workplace. Testing and testing procedures are designed to respect the individual's privacy and meet applicable requirements for confidentiality, accuracy, and quality in accordance with **Cenovus's Privacy Policy, Employee Privacy Standard**, and applicable laws.

3.1 Alcohol and drug testing situations

Cenovus reserves the right to conduct pre-assignment/pre-employment, site-access, post-incident or near miss testing, and reasonable cause testing of staff, contractor, and supplier personnel.

Contractors and suppliers **shall** ensure that their personnel comply with any request for testing made by Cenovus in accordance with both the Cenovus A&D Program and the Contractor or Supplier's A&D Program.

3.2 Testing compliance

Refusing to comply with testing requirements is considered non-compliance with Cenovus's A&D Program. This includes engaging in any conduct which obstructs the testing process, including:

- failure to report or attempt to delay reporting for a test.
- refusal to submit to a test.
- refusal to agree to disclosure of a test result to Cenovus.
- tampering with or altering any testing sample.

3.3 Pre-assignment/pre-employment and site-access testing

All individuals offered **safety sensitive positions** must pass a pre-assignment/pre-employment alcohol and drug test as a condition to the offer of work in that position. These include the following circumstances:

- hire of a new **worker**,
- because of a change in position for an existing worker from a non-safety sensitive position to a safety sensitive position or,
- as a re-hire into a safety sensitive position where there has been a break in service greater than 90 days.

Leaders, in consultation with Human Resources Business Partner (HRBP) and Health and Safety (H&S), are responsible for the designation of safety sensitive positions within their workforce in accordance with the **Safety Sensitive Position Standard**, which sets out the criteria for identifying positions within Cenovus that are safety sensitive.

Failure to pass the test or refusal to participate in the testing process, will result in the individual being ineligible for the safety sensitive position.

Upon request, contractors and suppliers must provide Cenovus with verification of the completed pre-assignment/pre-employment testing for all their safety sensitive workers who are or will be on Company premises.

Cenovus has the right to request site access testing of an individual in a safety sensitive position as needed for specific sites or projects.

3.3.1 Pre-assignment/pre-employment and site-access testing criteria

HRBP are responsible for coordinating and ensuring completion of pre-assignment/pre-employment and site access alcohol and drug testing for all Cenovus **employees** who are offered a safety sensitive position or who are moving or returning to a safety sensitive position.

A urine point-of-care testing (POCT) **may** be performed for site-access testing provided that the safety sensitive worker has a successful pre-assignment/pre-employment alcohol and drug test with their current employer and has not had a break in service greater than 90 days since the date of the test.

3.4 Post-incident or near-miss testing

Post-incident or near-miss testing may be conducted on a **worker** as part of an investigation into an incident where it has been determined by the leader and the H&S representative investigating the incident that the incident meets the testing criteria below.

3.4.1 Post-incident or near-miss testing criteria

During the investigation into a work-related **incident**, the leader and the H&S representative will refer to Figure 1 to determine whether the incident meets the criteria for testing.

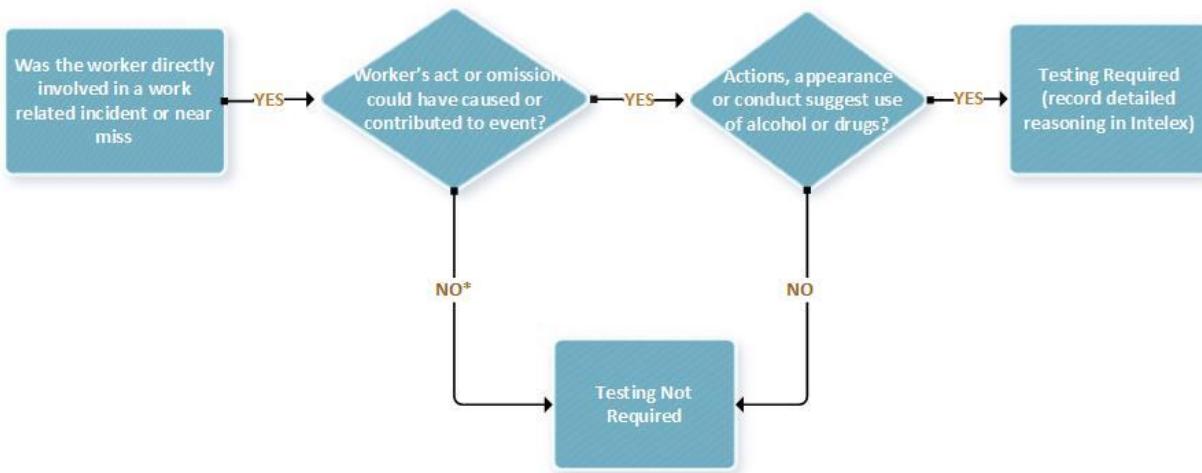
If an incident meets the post-incident testing criteria, the decision to test or not test must be clearly documented in Intelex and include date, time, description of events and the rationale that led to the decision.

3.4.2 Guidance for assessing potential alcohol or drug use

To determine whether a worker's actions, appearance or conduct suggests the use of alcohol or drugs, the leader and H&S representative shall refer to the Observation Checklist on the Reasonable Cause Assessment Form. This checklist includes:

- behavioural observations,
- physical signs or symptoms, and
- patterns of behaviour

These elements provide guidance for assessing potential alcohol or drugs use.



* i.e., Acts of God/ certain type of mechanical failure /spills / releases

Figure 1: Post-incident testing criteria

3.4.3 Testing time requirements

Samples for post-incident/near-miss testing must be collected as soon as reasonably practicable after the triggering incident, but collection attempts will end 8 hours for an alcohol test, and 32 hours for a drug test from the time of the incident.

If a **worker** requires immediate medical attention, alcohol and drug testing may occur at the discretion of the medical service provider at the time of treatment. Once discharged from the medical facility, alcohol and drug testing can be conducted in accordance with this Procedure and respecting the applicable timeframes.

3.4.4 Documentation and incident reporting

Completion of the applicable alcohol and drug related fields in Intelex are required for all incidents, including **near-misses**, where testing has been considered.

3.5 Reasonable cause testing

Reasonable cause testing may be conducted when a **worker's** actions, appearance or conduct while engaged in Company business, working on or off Company premises, when driving Company vehicles, when on call and when assisting with an emergency give reasonable cause to suspect the consumption or use of alcohol, drugs, and/or certain medications. Examples of reasonable cause testing may include, but are not limited to:

- direct observation of a policy violation
- detection of a possible presence of contraband
- direct observation of physical or behavioural signs (e.g., erratic or atypical behaviour, difficulty in maintaining coordination, slurred speech, smell of alcohol on breath, extreme drowsiness)
- statements by the worker that suggest potential violation of the Fit for Duty Policy or the Alcohol and Drug Standard
- pattern of failure to follow safety rules or operating procedures

3.5.1 Reasonable cause testing criteria

If a leader or other individual observes behaviors or conditions that may indicate reasonable cause for testing (e.g., signs of impairment, unusual behavior, or safety-related concerns), the following steps shall be followed:

1. Peer Observation and Notification
 - If you are a peer (not a leader) and observe potential indicators of impairment, you must immediately notify your leader. Peers **should** not confront the individual directly unless required for immediate safety. Once notified, the leader is responsible for initiating follow-up actions, including informing the individual's leader to conduct a formal observation.
2. Confirm the Assessment
 - The individual's leader shall, whenever feasible, involve a second Cenovus representative—such as another leader, an H&S team member, Enterprise Security, or an HRBP—to independently review and confirm the assessment.
3. Ensure Objectivity and Consistency
 - The collaborative review process ensures that decisions regarding reasonable cause testing are based on objective, consistent, and standardized criteria. All observations, assessments, actions taken, and the final decision shall be documented in the Reasonable Cause Assessment Form.
4. Confidentiality
 - Given the sensitive nature of reasonable cause assessments, all personnel involved must maintain strict confidentiality. Information should only be shared with individuals who are directly involved in the assessment, decision-making, or required follow-up actions.

3.5.2 Reasonable cause testing documentation

Completion of the Reasonable Cause Assessment Form is required when alcohol and/or drug use is suspected, and testing is considered. The use of the assessment form is not required when conducting testing that is initiated due to the detection of a possible presence of contraband.

In cases of reasonable cause testing of a **worker**, the leader shall forward the form to OccupationalSafetySupport@cenovus.com to retain a record of the Reasonable Cause Assessment form as per [Cenovus H&S HS10 Retention Schedule](#).

In cases of reasonable cause testing of a supplier's employee, the supplier must retain records of the completed Reasonable Cause Assessment Form or its equivalent.

3.6 Next steps if a decision to test has been made

Once a decision has been made to send a **worker** for post-incident, near-miss or reasonable cause testing, the following steps should be taken:

1. The worker should be immediately removed from duty and escorted to a safe and confidential location, if not already done.
2. The leader should inform the worker that they will be referred for testing and the reasoning for the referral.
3. The worker must be supervised at all times until testing is conducted.
4. The leader, or the leader's delegate, must promptly transport the worker to the testing facility, and in any event no later than in the timeframes set out in the Testing Standards section of this document.
5. The third-party Testing Program Administrator will instruct the worker as to the testing procedures.
6. The worker must follow the instructions of their leader and the third-party Testing Program Administrator.
7. Upon completion of testing, the leader, or the leader's delegate, must arrange safe transport of the worker to their residence or appropriate alternative if required.
8. Any incident or near-miss must be entered into Intelex.
9. Notify security of non-compliant test results to ensure site access is revoked.
10. Test results are shared with the appropriate Cenovus representative in compliance with the Privacy Policy.

3.7 Post-testing actions

- If a breath alcohol test and POCT result is negative, the worker can return to work. Confirmation of the worker's fitness for duty via laboratory-based testing is required after the POCT drug test and will be communicated to the leader as soon as possible (see Figure 2 - Drug testing results).
- If the POCT result is non-negative or inconclusive, the worker must remain temporarily suspended. An oral fluid sample will be collected, and both urine and oral fluid samples will be sent for confirmation of the worker's fitness for duty via laboratory-based testing and will be communicated to the leader as soon as possible.

- If an oral fluid sample returns a negative result, regardless of the urine sample results, the worker can return to work.
- Workers deemed unfit for duty based on laboratory results are relieved of their duties and/or removed from Company premises, and in the case of employees, HRBP/Disability Management must be contacted.

3.8 Fitness for duty assessment/return to work plan

Disability Management provides support to employees with personal alcohol and drug use issues, in accordance with the **Alcohol and Drug Standard** and **Disability Management Standard**. When required, an employee will be referred to a qualified professional, such as a Substance Abuse Expert, who will assess the individual, make recommendations regarding treatment, and recommend a return-to-work monitoring program that may include alcohol and/or drug testing as part of the return-to-work agreement.

4 Testing standards

4.1 Testing methods

All testing must comply with the Canadian Model, the standards of this document, and be conducted by accredited third party administrator laboratories certified by the US Substance Abuse and Mental Health Services Administration (SAMHSA).

Alcohol tests must be administered by a calibrated breath-testing device with a printout of test results. If a breath-testing device is not available, a saliva specimen, urine sample or both may be collected for alcohol testing.

Tests for drugs must be administered by urine analysis and/or oral fluid analysis. A POCT urine drug screening test may be administered for reasonable cause, and post-incident testing, provided appropriate adulterant checks are utilized and all results are forwarded to a certified laboratory for confirmation analysis and the Medical Review Officer (MRO) process. In the event the laboratory/MRO process produces a different fitness for duty result than the initial drug screen, the Cenovus representative will be notified immediately.

In the event of a non-negative result from an administered POCT urine drug screening, an oral fluid sample will be obtained and sent for lab-based confirmation analysis.

Drug screen is completed using a 10 panel + Fentanyl, and all drug screening, POCT cut-off levels, and laboratory concentration limits are based on the US Department of Transportation and the Canadian model.

4.1.1 Approved alcohol and drug test matrix

Table 1: Alcohol and drug test matrix

Test	Screening Test (POCT)	Lab-based Test
Alcohol		
Breath	Approved	Approved
Pre-assignment/Pre-employment		
Urine	Not Approved	Approved
Oral Fluid*	Not approved	Approved
Site-Access		
Urine	**Approved	Approved
Oral Fluid*	Not approved	Approved
Post Incident/Reasonable Cause		
Urine	Approved	Approved
Oral Fluid*	Not approved	Approved
Return to Work		
Urine	Not Approved	Approved
Oral Fluid*	Not approved	Not approved

*There are no oral fluid POCT devices that meet screening recommendation. Accordingly, Oral Fluid POCT devices are not permitted.

** Approved method provided conditions outlined in 3.3.1 are met

4.2 Test results

A **positive alcohol test** is one in which the blood-alcohol content is defined as follows:

Table 2: Alcohol test results

Safety sensitive Workers
<i>>= 0.02 grams/210 litres of breath</i>
All Other Positions
<i>>= 0.040 grams/210 litres of breath</i>

A **positive drug test** is one in which the amount of any drug confirmed in a sample is at or exceeds the concentration limits as follows:

Table 3: Urine drug concentration limits

Drug	Screening concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of ng/ml
Marijuana Metabolites (THC)	50	15
Cocaine Metabolites	150	100
Codeine	2000	2000
Morphine	2000	2000
Hydrocodone	300	100
Hydromorphone	300	100
Oxycodone	100	100
Oxymorphone	100	100
Fentanyl, nor-Fentanyl	2	1
6-Acetylmorphine	10	10
Phencyclidine (PCP)	25	25
Amphetamines	500	--
Amphetamine	--	250
Methamphetamine	--	250
MDMA ¹	500	250
MDA ²	--	250

*A ng/ml means nanograms per millilitre. A nanogram is one billionth of a gram. A millilitre is one thousandth of a litre.

1. Metylenedioxymethamphetamine

2. Metylenedioxymphetamine

Table 4: Oral fluid drug concentration limits (COAA Model 2018 + Fentanyl)

Drug	Screening concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of ng/ml
Marijuana Metabolites (THC)	4	2
Cocaine Metabolites	20	8
Opioid Metabolites:	40	-
Codeine	-	40
Morphine	-	40
Hydrocodone	-	40
Hydromorphone	-	40
Oxycodone	-	40
Oxymorphone	-	40
Fentanyl, nor-Fentanyl	1	1
6-Acetylmorphine	-	4
Phencyclidine (PCP)	10	10
Amphetamines:		
Amphetamine	-	50
Methamphetamine	-	50
MDMA ¹	-	50
MDA ²	-	50

In certain situations, the testing program may include other drugs either at the direction of the Substance Abuse Expert, Disability Management or Occupational Health, or as identified as unique to a particular business entity or business requirements. Before additions can be made to a testing program, the benefits and objectives of the additions must be defined, and a laboratory qualified to complete the testing must be contracted and advised of the Company's cut-off levels for the newly added drugs.

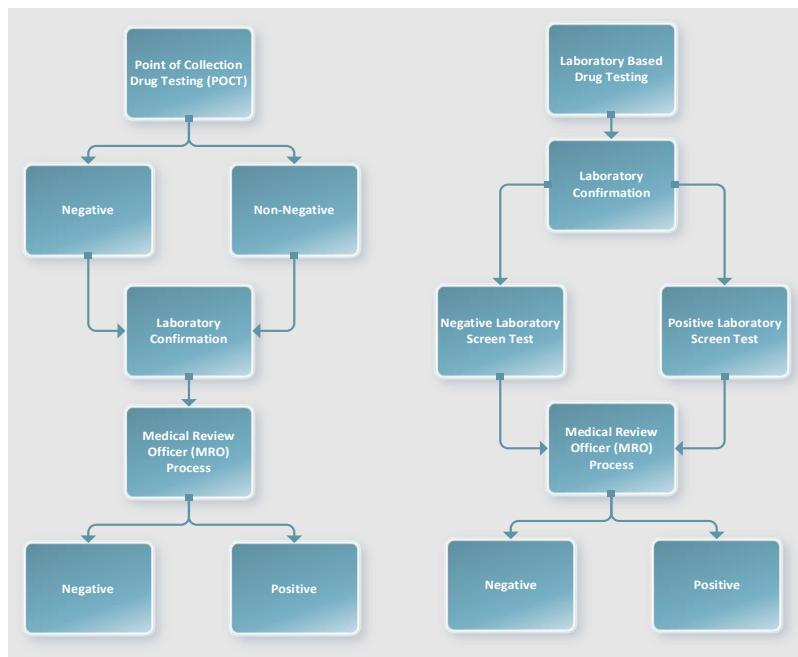


Figure 2: Drug testing results

All POCT samples are sent for laboratory confirmation testing and MRO review. If the result is:

- Negative – workers are fit for duty
- Non-negative or Positive – workers are unfit for duty

5 Alcohol and drug testing services

Alcohol and drug testing must be completed by an accredited Third-Party Administrator (TPA) and must be performed by trained collection agents.

5.1 Referral requirements

The following information will be required at the time of referral:

- confirmation that the individuals to be tested are Cenovus employees, contractors, or suppliers
- name and phone number of the referral source
- Cenovus asset, activity, and work location
- time of event (see section 3.3.2 Testing Time Requirements)
- name of donors (workers to be tested)
- mobile or clinic collection
- location and directions to the worksite (for the mobile collector, if required)
- closest city or town
- additional site contact person's name and phone number, if required (e.g., if the mobile collector needs to be granted access on site)

5.2 Donor requirements

When testing is required, ensure the donor(s) is aware of the following:

- Donors who require testing are relieved of work responsibilities until their fitness for duty is confirmed.
- Donors to be tested are transported to testing facility or provided waiting area if mobile services are being used.
- The worker must be supervised at all times until testing is conducted.
- Donors are required to provide a specimen sample (urine and/or breath-testing or saliva, as applicable) at the testing facility. Failure to do so will result in waiting up to three hours until such time as a sample can be provided.
- Donors will be required to produce photo identification (e.g., driver's license) prior to testing.
- Donors will be required to sign release forms and a custody/control form at the collection site.
- Donors are not allowed to consume alcohol or use drugs and will only be allowed to consume medications in accordance with the Alcohol and Drug Standard, until after the test has been completed or until they are advised a test is not required.
- Refusal or inability to submit samples for testing is considered a violation of Cenovus's Alcohol and Drug Program.

6 Roles and responsibilities

Table 4: Roles and responsibilities

Role	Description
Leaders	<ul style="list-style-type: none">• recognize the effects of alcohol, drugs and medications in the workplace and monitor the work performance of teams• act regarding any violations or suspected violations of the Cenovus's Alcohol and Drug Program.• with the assistance of appropriate supporting functions, determine if alcohol and drug testing is required and arrange for testing in a timely manner.• complete all forms and documentation required in advance of testing, including the Alcohol and Drug Testing Rationale Form and/or complete all required Intelex reporting.• oversee communication of employee alcohol and drug testing results.• communicate non-compliant results with Security to ensure site access is revoked.
Health & Safety (H&S)	<ul style="list-style-type: none">• coordinate conduct and/or participate in incident/near miss investigations with due consideration of potential alcohol and drug impairment.• support leaders in determining if alcohol and drug testing is required in accordance with this Procedure and assist in the testing arrangements.

	<ul style="list-style-type: none">• provide support to Cenovus Security-led alcohol and drug searches.
Human Resources Business Partner (HRBP)	<ul style="list-style-type: none">• support leaders in determining if alcohol and drug testing is required in accordance with Cenovus's Alcohol and Drug Testing Procedure.• provide assistance into the investigation of situations where there is reasonable cause to believe there has been a violation of the Alcohol and Drug Program
Occupational Health	<ul style="list-style-type: none">• supports health service provider for pre-employment / pre-assignment testing
Staff	<ul style="list-style-type: none">• read, understand, and comply with Cenovus's Alcohol and Drug Testing Procedure.
Enterprise Security	<ul style="list-style-type: none">• support leaders in determining if alcohol and drug testing is required in accordance with Cenovus's Alcohol and Drug Testing Procedure.• provide assistance into the investigation of situations where there is reasonable cause to believe there has been a violation of the Alcohol and Drug Program.
Disability Management	<ul style="list-style-type: none">• offer consultation services to employees who seek assistance with medication impacts.• manage results of testing as a part of a return-to-work agreement.
Supplier	<ul style="list-style-type: none">• develop, implement, and follow an A&D Process that meets or exceeds Cenovus's A&D Program and guidance within the HSE Schedule.

7 Training and competency

Employees are required to review and agree to the Fit for Duty Policy Commitment.

Canadian leaders are required to take the Fit for Duty Leaders training (eLearning).

8 Related information

8.1 Terms and abbreviations

Table 5: Terms and abbreviations

Term	Definitions
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 and Drug Program (A & D 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 and Drug Standard, Search Procedure, Alcohol and Drug Testing Procedure, Life Saving Rules, and Safety Sensitive Position Standard.

Term	Definitions
Cannabis product	Encompasses any product that contains tetrahydrocannabinol (THC) or THC-containing substances, regardless of its form, whether it is ingested, smoked, vaporized, or applied in any other way. It includes, but is not limited to, edibles, extracts, concentrates, and topical products such as lotions, creams, sprays, ointments, oils, gels, and balms. For greater clarity, this definition also includes synthetic marijuana.
Contraband	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.
Cenovus Testing Collector	The person responsible for collecting testing sample under the Alcohol and Drug Testing Procedure.
DOT	United States Department of Transportation.
Drug or Drugs	For the purposes of the A&D 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.
Fit for duty or fitness for duty	a state of physical and mental fitness to perform assigned duties competently and in a safe manner.
Medical Review Officer or MRO	A licensed physician certified as a Medical Review Officer who is independent of the Company and who is responsible for receiving the laboratory report and reviewing any positive results with the employee to determine any alternative medical reasons for the result before reporting to the employer. The MRO makes the final decision on whether it is a verified positive, a verified refusal (adulterated or substituted) or a negative result.
Medication	Both Prescription and Non-Prescription Medications.

Term	Definitions
Non-Prescription Medications	Substances, chemicals, or agents used for medicinal purposes that can be lawfully purchased and consumed without a prescription.
On Call	Employees who have been designated as being on-call in accordance with a communicated schedule.
Pre-assignment/Pre-employment	Prior to starting a new safety sensitive position, whether that is the result of new employment, or reclassification of an existing position to safety sensitive from non-safety sensitive.
Prescription Medication	Any substance, chemical or agent used for medicinal purposes that is obtained through prescription from a healthcare professional. For the purposes of Cenovus's Alcohol and Drug Standard and all related documents, a "prescription" includes a medical authorization for medical cannabis.
Safety sensitive Position or SSP	a position where impaired performance of an individual's primary job function(s) could result in a significant incident ≥ 3 , or an improper or inadequate response to a potentially significant incident.
Safety sensitive Workers	Personnel who work in safety sensitive positions.
Substance Abuse Expert	An individual with clinical knowledge and experience in the diagnosis and treatment of alcohol and drug-related disorders and certified as a Substance Abuse Expert.
Testing Program Administrator	A supplier engaged to: <ul style="list-style-type: none">• Manage sample collection• Provide Medical Review Officer (MRO) services• Liaise with the Company Testing Administrator• Administer the selection process for unannounced testing in accordance with the Alcohol and Drug Standard, as well as the Alcohol and Drug Testing Procedure• Select test days for those on a follow-up testing program

8.2 References

Table 5: Internal governing references

Document title or link	Relevance
Alcohol and Drug Standard	Corporate Standard
Disability Management Standard	Corporate Standard
Staff Personal Data Privacy Standard	Corporate Standard
Fit for Duty Policy	Corporate Policy
HSE Schedule	Cenovus health, safety, and environmental requirements (schedules) for suppliers
Incident Management Process	COIMS Process – COIMS-000013
Privacy Policy	Corporate Policy
Safety Sensitive Position Standard	Health & Safety Standard – 0003-000024
Search Procedure	Corporate Procedure

Table 6: Other references

Document title or link	Relevance
A&D Reasonable Cause Assessment Form	Health & Safety Form – 0003-000177
Canadian Field Leader's Fit for Duty Guide	Health & Safety Guide – 0003-000034
Energy Safety Canada Canadian Model	Industry Best Practice
Cenovus HSE schedules for suppliers	Cenovus schedules for suppliers

9 Revision history

Table 7: Revision history

Version	Date	Description
1.00	September 13, 2022	Issued for use
1.10	December 7, 2022	Changes unknown
1.20	April 2, 2024	Updated Post-Incident/Near Miss testing criteria. Added effective date to cover page and added revision history.
1.21	April 5, 2024	Table 5 - renamed Employee Privacy Standard to align with new title
2.00	January 23, 2025	Inclusion of Oral Fluid testing and updated testing criteria
2.10	January 1, 2026	Update section 8.1 to update definitions Update section 3 to improve flow of the document Update Figure 3 to break out site access testing and include POCT Update content of procedure to align with current best practices

Appendix A: Alcohol and drug testing scenarios

Scenario	Leader Response/Actions	Resources
A leader observes a worker displaying physical signs or behaviours that causes suspicion of use of alcohol, or drugs (including unauthorized medication).	<ul style="list-style-type: none"> <input type="checkbox"/> If you suspect that the worker is unfit for duty safely remove the worker from that situation <input type="checkbox"/> Enlist support from H&S or another Cenovus representative (i.e., Security) to discuss your observations/concerns and get a second opinion <input type="checkbox"/> Document your observations <input type="checkbox"/> Refer to the Cenovus Alcohol and Drug Testing Procedure to determine if testing is appropriate <input type="checkbox"/> Complete the Alcohol and Drug Testing Rationale Form <input type="checkbox"/> If testing is appropriate, engage H&S for assistance <input type="checkbox"/> Relieve worker of his/her work responsibilities until fitness for duty has been determined 	<ul style="list-style-type: none"> • H&S, HRBP and Security representatives • Cenovus Integrity Helpline: 1.877.760.6766 • Reasonable Cause Assessment Form
A leader believes a worker's involvement (act or omission) in an incident or near miss was affected by alcohol, drug or medication use	<ul style="list-style-type: none"> <input type="checkbox"/> Determine if the workplace incident meets criteria for Post-Incident or Near-miss A&D testing. <input type="checkbox"/> If testing is appropriate, engage H&S for assistance. <input type="checkbox"/> Complete the applicable Intelex fields. <input type="checkbox"/> Relieve worker of their work responsibilities until fitness for duty has been determined 	<ul style="list-style-type: none"> • H&S representatives • <i>Incident Management Process</i> • Intelex
A worker is entering a safety sensitive position	<ul style="list-style-type: none"> <input type="checkbox"/> Contact HRBP and verify the position is safety sensitive using the Safety Sensitive Position Standard <input type="checkbox"/> Have HRBP initiate pre-assignment/pre-employment alcohol and drug testing for the safety sensitive individual 	<ul style="list-style-type: none"> • HRBP • <i>Alcohol and Drug Standard</i> • <i>Safety Sensitive Position Standard</i>
A worker is suspected of possessing or offering for sale prohibited medications, drugs, drug paraphernalia, alcohol, or devices for tampering with alcohol and drug testing	<ul style="list-style-type: none"> <input type="checkbox"/> Remove the worker from duty and escort them to a safe location where they can be supervised. <input type="checkbox"/> Enlist support of Cenovus Security or H&S if you suspect a violation of the Alcohol and Drug Program <input type="checkbox"/> Refer to the Alcohol and Drug Testing Procedure to determine if testing is appropriate and follow guidance as required. <input type="checkbox"/> Advise the worker's direct leader, who will then contact HRBP and the on-site clinic or Disability Management. 	<ul style="list-style-type: none"> • H&S and Security representatives • Cenovus Integrity Helpline 1.877.760.6766 • Reasonable Cause Assessment Form

Scenario	Leader Response/Actions	Resources
A worker refuses to be tested for alcohol or drugs	<ul style="list-style-type: none"> <input type="checkbox"/> Immediately remove worker from duty/worksit <input type="checkbox"/> For employees, contact Cenovus HRBP, as a refusal to comply with a testing request is considered as a violation of Cenovus Alcohol and Drug Standard <input type="checkbox"/> For suppliers, contact the supplier's leader, as a refusal to comply with a testing request is considered as a violation of Cenovus Alcohol and Drug Program <input type="checkbox"/> Notify Cenovus Security or appropriate site personnel of non-compliance status of the worker to ensure site access is suspended 	<ul style="list-style-type: none"> • <i>Alcohol and Drug Standard</i> • Cenovus Security representatives • HRBP
A worker tests negative for alcohol or drugs	<ul style="list-style-type: none"> <input type="checkbox"/> Worker returns to work without discipline 	<ul style="list-style-type: none"> • <i>Alcohol and Drug Standard</i>
A worker tests positive for alcohol or drugs	<ul style="list-style-type: none"> <input type="checkbox"/> Immediately remove worker from duty/worksit. <input type="checkbox"/> For employees contact Cenovus HRBP, as a confirmed positive test result is considered a violation of the Alcohol and Drug Program. <input type="checkbox"/> Suppliers will execute their own A&D Program as it relates to the testing result. <input type="checkbox"/> Notify Cenovus Security or appropriate site personnel of any unfit-for-duty status to ensure site access is suspended. <input type="checkbox"/> Discipline up to and including termination will be case-specific and determined by leadership in consultation with HRBP, H&S and Legal. <input type="checkbox"/> Complete the applicable Intelex fields. 	<ul style="list-style-type: none"> • Cenovus Security representatives • Cenovus Legal • HRBP • <i>Alcohol and Drug Standard</i>