

**Decree**  
of the Management Board of Hauke  
Tissue Sp. z o.o. dated 18 February  
2016.

*on the implementation of the anti-alcohol and anti-drug policy*

1. The anti-alcohol and anti-drug policy of Hanke Tissue Sp. z o.o., which constitutes an appendix to this Order, shall be implemented.
2. The Order shall enter into force on 18 February 2016.

Hauke Tissue Sp. z o.o.  
K A P I T A L I S M  
*dr hab. Robert Bielecki*

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President Hauke Tissue Sp. z o.o.  
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## Anti-alcohol and anti-drug policy of Hanke

Tissue Sp. z o. o.

of 18 February 2016

Hanke Tissue Sp. z o.o. has a zero tolerance policy towards alcohol and drugs. The zero tolerance policy for alcohol and drugs applies to all of us, as well as our colleagues and business partners. The Management Board of Hanke Tissue Sp. z o.o. declares that ensuring a safe and healthy working environment is one of the Company's fundamental objectives. The management of Hanke Tissue strives to shape attitudes and behaviours that promote a healthy lifestyle.

### § 2

The anti-alcohol and anti-drug policy refers to:

1. Employer/Company — this refers to Hanke Tissue Sp. z o.o. with its registered office in Kostrzyn nad Odra;
2. Employee — this refers to a person who is in an employment relationship with Hanke Tissue Sp. z o.o.;
3. Policy — this refers to the Alcohol and Drug Policy of Hanke Tissue Sp. z o.o.

### § 3

The use of alcohol, drugs or other prohibited psychoactive substances poses a threat both to the person under their influence and to others.

In order to eliminate this risk, the Management Board of Hanke Tissue requires that the following rules apply on the Company's premises:

1. It is prohibited to be under the influence of alcohol, drugs or other prohibited psychoactive substances.
2. It is prohibited to consume alcohol and use drugs and other prohibited psychoactive substances;
3. It is prohibited to bring in and distribute alcohol, drugs and other prohibited psychoactive substances.

### § 4

The immediate superior is obliged to exercise ongoing supervision over the compliance of subordinate employees with the rules listed in § 3.

### § 5

1. An employee who arrives at work intoxicated or who becomes intoxicated during working hours shall not be allowed to work or shall be removed from work. In such a case, not being allowed to work or being removed from work shall be treated as an unjustified absence from work. The circumstances giving rise to such a decision shall be communicated to the employee.
2. When accusing an employee of intoxication, the grounds for such an accusation must be stated.
3. The decision to allow or suspend an employee from work is made by the employer or a person authorised by them.
4. The employee referred to in paragraph 2 should be informed of their right to request a sobriety test, which may include testing the alcohol content in their breath, blood or urine. At the same time, the employee should be warned that if the test confirms that they are under the influence of *alcohol*, they will be charged the costs of the test.
5. If the employee does not request the test referred to in paragraph 4, a violation of the employee's sobriety obligation may be established on the basis of:
  - a. a sobriety test by measuring the alcohol content in exhaled air, a blood test, a urine test.
  - b, the employee's statement regarding the alleged misconduct,
  - c. witness testimony,
  - d. medical examination.

6. The activities referred to in paragraph 5a shall be carried out by an authority appointed to protect public order, e.g. the police or municipal police, using a breathalyser. The blood sample shall be taken by a professional member of staff.
7. A report shall be drawn up immediately on the activities referred to above. The original report shall be forwarded to the personnel department and a copy shall be delivered to the employee.
8. The report should contain:
  - a. the details of the person reporting the violation of the sobriety obligation or general information about the report,
  - b. the time and place of the report,
  - c. the personal details of the employee suspected of violating the sobriety obligation and a description of the manner and circumstances of the violation,
  - d. a brief description of the actions taken during the proceedings (including notes on any refusal by the employee to undergo a sobriety test),
  - e. indication of evidence, witnesses, etc.,
  - f. the date of the report, the time of the proceedings, the legible signature of the person drawing up the report and the person suspected of violating the sobriety obligation,
  - g. attached evidence, including witness interview reports, alcohol test results, and disciplinary motions or decisions.

#### § 6

1. It is prohibited for an employee to use, be under the influence of, distribute or possess narcotics and/or psychotropic substances during working hours, while on the premises of the workplace or in the workplace.
2. The procedures described in § 5 shall apply accordingly to employees who are reasonably suspected of using narcotics and/or psychotropic substances.

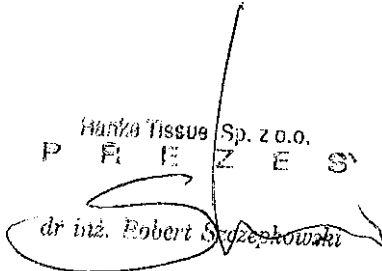
#### § 7

The rules of the Policy apply to:

1. All employees of the Company;
  2. All employees of subcontractors;
  3. Visitors to the Company's premises.
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1. Compliance with this policy is the responsibility of every employee of the Company and its cooperating companies.
  2. Supervisors are responsible for familiarising their subordinates with the Policy, and management is responsible for supervising compliance with it.

#### § 9

1. Any violations of the Policy shall be reported to the President.
2. Any violation of the rules of this Policy constitutes a serious breach of the employee's basic duties and results in their removal from the Company's premises and disciplinary action by the Employer, including dismissal of the Employee who committed the violation.
3. Any violation of the rules of this Policy by a person other than those listed in point 2 shall result in their removal from the Company's premises and the initiation of disciplinary proceedings in accordance with the cooperation agreement.

*Hanka Tiscus Sp. z o.o.*  
**P R E Z E S**  
  
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 President of the Company