

**Subject:** Alcohol Testing System

**Application Areas:**

Perimeter: *Russia*

Staff Function: -

Service Function: -

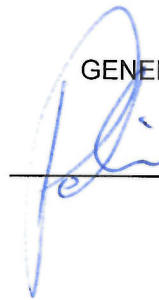
Business Line: -

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APPROVED BY

GENERAL DIRECTOR OF PJSC ENEL RUSSIA



CARLO PALASCIANO VILLAMAGNA

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**Application Areas:**

Perimeter: *Russia*  
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**1. DOCUMENT AIM AND APPLICATION AREA**

This Operating Instruction shall establish the procedure for alcohol testing of the employees of the Company, the personnel of contractors, third parties when entering / leaving the territory of power plants of PJSC Enel Russia using stationary and portable automatic alcohol testers.

This document has cancelled and replaced Operating Instruction No. 0232-OI-HSEQ “Alcohol Testing System”, version No. 1 dated 04/09/2015.

This Operating Instruction shall be applied to all employees of PJSC Enel Russia, contractors that perform works or render services in the territory of power plants of PJSC Enel Russia, legal entities and individuals that/who rent or own premises in the territory of power plants of PJSC Enel Russia, as well as any visitors of power plants of PJSC Enel Russia.

**2. DOCUMENT VERSION MANAGEMENT**

| Version | Data       | Main changes description                  |
|---------|------------|---|
| 1.      | 22/08/2018 | Issuing of Operating Instruction No. 1534 |
| 2.      | 05/11/2019 | Updating                                  |

**3. UNIT IN CHARGE OF THE DOCUMENT**

Responsible for drawing up the document:

- PJSC Enel Russia: Health, Safety, Environment and Quality.

Responsible for authorizing the document:

- Human Resource and Organization.

**4. REFERENCES**

- Charter of PJSC Enel Russia;
- Code of Ethics of PJSC Enel Russia;
- Zero Tolerance of Corruption (ZTC) Plan of PJSC Enel Russia;
- Global Compliance Program on Corporate Criminal Liability (Annex No. 2 to the Minutes of the meeting of the Board of Directors of PJSC Enel Russia No. 10/16 dated 23/11/2016);
- Labor Code of the Russian Federation;
- Order of the Ministry of Energy of the Russian Federation No. 390 “On Approval of the Procedure for Conducting Medical Examinations of Workers Directly Engaged in Work Related to Servicing of Electric Power Facilities” dated 31.08.2011;
- Rules of the Internal Labor Regulations of Power Plants;
- Policy of PJSC Enel Russia No. 329 “On Intolerance to the Use of Alcohol, Drugs, Other Toxic Substances, and Restriction of Smoking in the Workplace”;
- Procedure of PJSC Enel Russia No. 539 “On Access Control and Internal Security Policy”;

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- Procedure of PJSC Enel Russia No. 522 “Interaction with Contractors within EOH&S MS”;
- Procedure of PJSC Enel Russia No. 0085-OP-LCA “On Claims Work”.

**5. ORGANIZATIONAL PROCESS POSITION IN THE PROCESS TAXONOMY**

Process: Health, Safety, Environment and Quality.

Macro process: Health & Safety.

**6. DEFINITIONS AND ACRONYMS**

| Acronym and Key words  | Description   |
|--|---|
| Alcohol  | ethanol-containing fluid  |
| Alcohol Testing  | necessary actions taken by an employee in accordance with the instructions for use of the device (alcohol tester) when entering / leaving and being in the territory of the power plant of PJSC Enel Russia   |
| Breath ethanol content analyzer (hereinafter – “alcohol tester”) | a device intended for measurement of the breath ethanol content concentration   |
| Incident   | The situation during a preliminary control of an individual for the state of alcohol intoxication via the alcohol testing system in force at PJSC Enel Russia in which the “Alcohol” signal of the alcohol tester is triggered  |
| Guard Commander  | an official of the security team whom the members of the guard are subordinated to during the performance of security services at the PP on the basis of a relevant civil law contract  |
| Immediate Supervisor   | the head of a business unit whom an employee of PJSC Enel Russia or a shop shift supervisor (for the shift personnel) is subordinated to, or a person appointed to act as the head; and for contractors and other organizations - a representative of the contractor and other organization |
| Company  | PJSC Enel Russia  |
| Contract Supervisor  | an employee of a business unit of the Company responsible for supervision and control in the process of execution on behalf of PJSC Enel Russia of a work / services / supply contract (agreement) appointed in accordance with the local regulatory documents of the Company               |
| PP Security Provider   | an organization licensed for provision of security services with which the Company has entered into an appropriate security services contract in relation to a power plant of PJSC Enel Russia  |
| Security Unit (SEC)  | Security Group of PJSC Enel Russia, Security of the power plant of the Company  |

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| Contractor         | a legal entity or an individual that/who performs works/services in the territory of the power plant of the Company on the basis of a contract (agreement) with PJSC Enel Russia   |
| Employee           | an individual who is in labor relations with PJSC Enel Russia or with a Contractor and/or other organization, if applicable according to the terms and conditions of a relevant civil law contract with PJSC Enel Russia |
| Employer           | an individual or a legal entity (organization) who/that has entered into an employment relationship with an employee   |
| Business Unit (BU) | a directorate, department, service, shop, group, site, laboratory, bureau, warehouse of a power plant of PJSC Enel Russia  |
| Subcontractor      | an organization that performs works / services in the territory of the power plant of the Company on the basis of an agreement concluded with the Contractor   |
| E&OH IMS           | Environment and Occupational Health Integrated Management System   |
| CP                 | checkpoint   |
| HRM                | HR Manager   |
| PPSS               | Power Plant Shift Supervisor   |
| OI                 | an operating instruction   |
| OHG                | Occupational Health Group (Reftinskaya GRES Power Plant of PJSC Enel Russia)   |
| HSG                | Health and Safety Group (Konakovskaya GRES Power Plant of PJSC Enel Russia, Nevinnomysskaya GRES Power Plant of PJSC Enel Russia, Sredneurskaya GRES Power Plant of PJSC Enel Russia)                                    |
| PP                 | a power plant of PJSC Enel Russia  |
| RGRES              | Reftinskaya GRES Power Plant of PJSC Enel Russia   |
| ACMS               | Access Control and Management System   |

## 7. PROCESS DESCRIPTION

### 7.1 Fundamental Principles

In accordance with the Policy “On Intolerance to the Use of Alcohol, Drugs, Other Toxic Substances, and Restriction of Smoking in the Workplace” (hereinafter referred to as the “Policy”), on sites or at facilities owned or operated by the Company (including buildings of CP, AB (Administrative Building) and canteens), possession, use, manufacture, transfer, consumption of alcoholic beverages, narcotic drugs, psychotropic substances, analogues of narcotic drugs and psychotropic substances, as well as being in a state of alcohol, narcotic or other intoxication shall be forbidden. Entry or attempted entry to the facilities of the Company of persons with signs of alcohol, drug or other intoxication shall not be allowed.

The employees of the Company shall be responsible for compliance with the Policy and this Instruction. In case of violation by the Company's employees of the requirements of the Policy and this Operating Instruction,

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definite disciplinary sanctions shall be provided for in accordance with the laws of the Russian Federation and the local regulatory acts of the Company.

The Heads of Business Units / Contract Supervisors shall take measures to prevent employees of PJSC Enel Russia and Contractors from being in a state of alcohol, drug or other intoxication in the territory of the Company's power plant.

The facts of violation, causes and consequences revealed during the investigation of violations of the Policy, as well as measures aimed to prevent such violations shall be brought to the attention of the Company's personnel as part of the Occupational Health activities.

In addition, the employees of the Company shall be liable in case of abusive actions or aggressive behavior towards the employees of the Security Provider.

The application of a disciplinary sanction to the employees of PJSC Enel Russia who are in labor relations with PJSC Enel Russia shall be carried out in accordance with the requirements of the labor laws of the Russian Federation.

Contractors shall be responsible for violation of the requirements of the Policy and this Instruction in accordance with the terms and conditions of a relevant civil law works / services / supply contract and Procedure of PJSC Enel Russia No. 522 "Interaction with Contractors within EOH&S MS".

The employees of a Security Provider shall be guided during their work by the Procedure "On Access Control and Internal Security Policy" and shall be liable for violations of this document in accordance with the terms and conditions of the contract concluded with PJSC Enel Russia.

## **7.2 Procedure for Alcohol Testing of Employees of PJSC Enel Russia upon their Arrival at the Power Plant**

### **A. Employee Identification in ACMS**

Prior to start the alcohol testing procedure, the Employee shall attach his/her pass to the ACMS reader for his/her identification.

### **B. Alcohol Testing**

An Employee shall undergo the alcohol testing procedure in accordance with the algorithm specified in Annex 1 to this Operating Instruction.

If it is detected during the alcohol testing procedure that the Employee has consumed substances that cause an alcohol intoxication, the fact of which is determined by the presence of absolute ethyl alcohol in a concentration exceeding the possible total measurement error, namely, more than 0.16 milligrams per liter of exhaled air, a situation shall be qualified as an "Incident".

If during the alcohol testing of an employee in accordance with this Operational Instruction the alcohol tester sets the level of alcohol vapor in exhaled air in excess of 0.16 milligrams per liter of exhaled air, ACMS shall not permit the employee to enter the territory of PP.

In case of an Incident, the Employee shall remain at CP until the arrival of his/her Immediate Supervisor.

### **C. Incident Reporting**

In case of an Incident, the Guard Commander via internal telephone shall report on the Incident to PPSS. PPSS shall write an email about the Incident and send the email according to the list to:

- PP Manager;

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- Security Manager of PP;
- Head of HSEQ Service of PP;
- Head of HSG of PP or Head of OHG of PP;
- HRM.

An email concerning an Incident shall contain the following information:

- full name, position, business unit of an employee;
- place of fixation;
- alcohol tester indication, as well as time of fixation.

H&S shall prepare a monthly summary of all cases of the alcohol testing system triggering and send it according to the list to:

- PP Manager;
- SEC;
- Head of HSEQ of PP;
- Head of HSG of PP or Head of OHG of PP;
- HRM.

**D. Documenting an Alcohol Intoxication Fact and Informing Stakeholders**

PPSS shall immediately report about the Incident to the Immediate Supervisor of the Employee, in relation to whom the "Alcohol" signal of the alcohol tester has been triggered.

The Immediate Supervisor of the Employee shall:

- arrive immediately to CP;
- offer to the Employee to undergo voluntarily the sobriety control with involvement of employees of the medical center of the Company's power plant;
- in case of the Employee's refusal to undergo voluntarily the sobriety control:
  - demand written explanations of the Employee (the procedure for demanding written explanations of an employee, the procedure for documenting an employee's failure to provide written explanations shall be regulated by the labor laws of the Russian Federation);
  - draw up, together with the Guard Commander, a Report in the form of Annex 3 to the Operational Instruction.
  - draw up a Memo in the form of Annex 4 to the Operating Instruction;
  - inform the PP Manager, SEC, HRM, HSG (OHG of RGRES) about the progress of documentation.

**E. Procedure of Sobriety Control.**

In case of consent by the Employee of the Company to undergo the sobriety control procedure, the Immediate Supervisor (or other authorized person) shall invite an employee of the medical center of PP to the place of the Incident; or the Immediate Supervisor (or other authorized person) shall accompany the Employee to the medical center of PP. The employee of the medical center of PP shall carry out an examination of the Employee for the presence of alcohol and document a sobriety control protocol drawn up in the manner prescribed by the relevant regulatory acts.

**F. Demanding Written Explanations from an Employee**

If the alcohol intoxication is confirmed during the sobriety control made by an employee of the medical center of PP, the Immediate Supervisor shall demand a written explanation from the Employee (the procedure for demanding written explanations from an employee, the procedure for documentation of refusal by the Employee to provide written explanations shall be regulated by the labor laws of the Russian Federation).

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Failure by the Employee to provide written explanations within the time frame established by the labor laws of the Russian Federation shall be reflected by the Immediate Supervisor in the memo (in the form of Annex 4 to the Operating Instruction).

**G. Preparation and Submission of Documents****In case of an Incident with an Employee of the Company, who is in labor relations with the Company:**

The Immediate Supervisor shall submit to SEC, HSG, the Director of the power plant of PJSC Enel Russia, for further consideration, copies of the following documents:

- the sobriety control protocol (in case of the Employee's consent to undergo the sobriety control voluntarily); or
- the Report in the form of Annex 3 to this Operating Instruction (in case of refusal of the Employee to undergo the sobriety control voluntarily);
- memo (in case of the Incident with an Employee of the Company) in the form of Annex 4.

The original copies of these documents shall be handed over to the HR Manager of PP for subsequent transfer to the PP Payroll.

The Personnel Administrator, on the day of receipt of documents on the Incident, shall:

- prepare an order on suspension of the Employee from work on the basis of Art. 76 of the Labor Code of the Russian Federation;
- submit the order on suspension of the Employee from work on the basis of Art. 76 of the Labor Code of the Russian Federation for signing by the appropriate HR Manager of PP or another person authorized to sign the specified document;
- after signing the order on suspension of the Employee from work on the basis of Art. 76 of the Labor Code of the Russian Federation by the HR Manager of PP (or other authorized person), register the order and send copies of the order to the Immediate Supervisor and to the Payroll.

In case of a negative result of the examination (the alcohol intoxication has not been detected) confirmed by the relevant sobriety control protocol made in relation to the Employee, the Immediate Supervisor shall:

- accompany the Employee to his/her workplace to perform the labor duties;
- submit to HSG (OHG of RGRES) a copy of the sobriety control protocol.

In this case, the time taken by the Employee to undergo a medical examination shall be considered as working time.

**7.3 Procedure for Alcohol Testing of Employees of a Contractor upon their Arrival at the Power Plant****A. Employee Identification in ACMS**

Prior to start the alcohol testing procedure, the Employee shall attach his/her pass to the ACMS reader for his/her identification.

**B. Alcohol Testing**

An Employee shall undergo the alcohol testing procedure in accordance with the algorithm specified in Annex 1 to this Operating Instruction.

If it is detected during the alcohol testing procedure that the Employee has consumed substances that cause alcohol intoxication, the fact of which is determined by the presence of absolute ethyl alcohol in a concentration exceeding the possible total measurement error, namely, more than 0.16 milligrams per liter of exhaled air, a situation shall be qualified as an "Incident".

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If during the alcohol testing of an employee in accordance with this Operating Instruction the alcohol tester sets the level of alcohol vapor in exhaled air in excess of 0.16 milligrams per liter of exhaled air, ACMS shall not permit the employee to enter the territory of PP.

In case of an Incident, the Employee shall remain at CP until the arrival of his/her Immediate Supervisor.

### C. Incident Reporting

In case of an Incident, the Guard Commander via internal telephone shall report on the Incident to PPSS. PPSS shall write an email about the Incident and send the email according to the list to:

- PP Manager;
- Security Manager of PP;
- Head of HSEQ Service of PP;
- Head of HSG of PP;
- Head of OHG (RGRES);
- Contract Supervisor.

An email concerning an Incident shall contain the following information:

- full name, position, the employer name of the Employee;
- place of fixation;
- alcohol tester indication, as well as time of the alcohol tester data fixation.

The Contract Supervisor shall inform about the Incident the head of the Contractor and, if applicable, the Immediate Supervisor of the Employee, in relation to whom the signal of the alcohol tester has been triggered.

### D. Conducting the Sobriety Control and Informing Stakeholders

The Immediate Supervisor of the Employee of a Contractor shall:

- arrive immediately to CP;
- offer to the Employee to undergo voluntarily the sobriety control with involvement of employees of the medical center of the power plant:

- In case of consent by the Employee to undergo the sobriety control procedure for intoxication, the Contract Supervisor from PJSC Enel Russia (or other authorized person) shall invite the employee of the medical center of PP to the place of the Incident; or the Immediate Supervisor and the Contract Supervisor from PJSC Enel Russia shall accompany the Employee to the medical center of PP.

An employee of the medical center of PP shall carry out an examination of the Employee for the presence of alcohol and document a sobriety control protocol drawn up in the manner prescribed by the relevant regulatory acts.

In case of the Employee's refusal to undergo voluntarily the sobriety control, a Report in the form of Annex 3 to the Operating Instruction shall be drawn up together with the representative of the Security Provider, and the pass of the Contractor's Employee shall be blocked without the right to enter the PP territory in the future.

In the case of confirmation of the Employee's state of alcohol intoxication during the sobriety control procedure carried out by the employee of the medical center of PP, the pass of the Contractor's Employee shall be blocked.

If the fact of consumption by the Employee of substances that cause alcohol intoxication is not confirmed (the state of alcohol intoxication has not been detected), the Immediate Supervisor of the Employee shall accompany the Employee to his/her workplace to perform the labor duties;



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In this case, the time taken by the Employee to undergo a medical examination shall be considered as working time.

In case of an Incident with an Employee of the Contractor, the Contract Supervisor shall be governed by the terms and conditions of the works / services contract with the Contractor, as well as by Procedure of PJSC Enel Russia No. 522 "Interaction with Contractors within EOH&S MS" and Contractual Work Policy No. 0043-PL-LCA (to the extent not inconsistent with the terms and conditions of the works / services performance contract with the Contractor), shall initiate claims work with respect to the Contractor, a representative of which has recorded the fact of the alcohol intoxication, and shall submit the following documents to the Legal Group of PP in accordance with Procedure of PJSC Enel Russia No. 0085-OP-LCA "On Claims Work", namely:

- Sobriety control protocol (in case of the Employee's consent to undergo the sobriety control voluntarily); or
- Report in the form of Annex 3 to this Operating Instruction (in case of refusal of the Employee to undergo the sobriety control);
- Contract with the Contractor;
- Verification Certificate for the stationary alcohol tester;
- Verification Certificate for the alcohol tester of the medical center of PP;
- Video materials proving the moment of alcohol testing (in case of availability of video recording).

#### **7.4 Procedure of Alcohol Testing when Leaving the Territory of the Power Plant**

When leaving the territory of the power plant, an Employee shall undergo the alcohol testing procedure in accordance with the process described in paragraphs 7.2 and 7.3 of this Operating Instruction.

In addition to the process according to paragraphs 7.2 and 7.3 of this Operating Instruction, upon detection of an Incident, employees of the Security Provider shall withdraw the Employee's pass.

In the future, access of the Employee to the power plant shall be carried out in accordance with Procedure of PJSC Enel Russia No. 539 "On Access Control and Internal Security Policy".

#### **7.5 Procedure of Alcohol Testing for Certain Categories of Citizens**

##### **A. Decision Making concerning whether to Conduct / not Conduct Alcohol Testing**

The decision on alcohol testing of persons as part of delegations, excursions, as well as guests and persons not belonging to the category of employees of Contractors that perform works under a civil law contract (agreement) for the Company, shall be made by the PP Manager. The PP Manager shall report the decision to SEC and the Security of PP.

##### **B. Passage through CP without Alcohol Testing**

The Security of PP shall inform the Guard Commander of the decision of the PP Manager regarding alcohol testing of persons referred to in paragraph 7.5 (A) of the Operating Instruction.

Representatives of state control and supervision bodies shall pass ACMS without the alcohol testing procedure and shall be in the territory of PP only if accompanied by an employee of the Company.

##### **C. Passing through CP with Alcohol Testing**

The persons in relation to whom a decision in accordance with paragraph 7.5 (A) of the Operating Instruction has not been made shall undergo the alcohol testing procedure in accordance with the algorithm specified in Annex 1 to this Operating Instruction. In case of detection of a visitor's alcohol vapor in the exhaled air above

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the permissible values established by this Operating Instruction (paragraph 7.2 (B)), an employee of the Security Provider of PP (or the Guard Commander) shall inform PPSS about the Incident by phone. The pass shall be withdrawn from the visitor, the access of the visitor into the territory of the power plant of PJSC Enel Russia shall not be allowed, and the responsible persons in accordance with paragraph 7.3 of this instruction shall be informed.

**D. Informing a Third Party about the Incident**

If a visitor arrives at PP in accordance with any contractual obligations, the Civil Law Contract Supervisor shall send to the organization that has sent the visitor to the territory of the power plant of PJSC Enel Russia, an official letter describing the Incident and, if applicable, under the terms and conditions of the civil law contract, shall initiate claims work in accordance with Procedure of PJSC Enel Russia No. 0085-OP-LCA "On Claims Work" and Procedure of PJSC Enel Russia No. 522 "Interaction with Contractors within EOH&S MS".

**7.6 Procedure in case of Refusal to Undergo the Alcohol Testing**

In case of refusal of an employee of PJSC Enel Russia to undergo the alcohol testing the Guard Commander shall inform PPSS and the responsible persons about the incident in accordance with subparagraph "C" of paragraph 7.2 of this Operating Instruction. PPSS shall transfer the information to the Immediate Supervisor of the Employee in the form of an operation message and to HSG by e-mail.

The Immediate Supervisor, together with the representative of the Security Provider, shall draw up the Report in the form of Annex 3 to this Operating Instruction and transfer the information to SEC and HSG (OHG of RGRES).

In case of an incident with an employee who is in labor relations with the Company, the Immediate Supervisor shall act in accordance with the algorithm "D" of the process of paragraph 7.2 of the Operating Instruction.

In case of an incident with a Contractor employee, HSG shall submit the Report in the form of Annex 3 to this Operating Instruction (OI) to the Contractor Supervisor. The Contractor Supervisor shall implement the procedures in accordance with the terms and conditions of the civil law contract with the Contractor and Procedure of PJSC Enel Russia No. 522 "Interaction with Contractors within EOH&S MS", and shall also report to HSG (OHG of RGRES), SEC, the PP Manager about the results of the actions taken.

**7.7 Procedure for Alcohol Testing in case of an Employee's Attendance on Weekends and Holidays**

When an employee goes to work on weekends and holidays, the alcohol testing procedure shall be carried out in accordance with the processes described in paragraphs 7.2 and 7.3 of this Operating Instruction. Moreover, in case of a positive result of a voluntary sobriety control for the state of intoxication, the Employee shall be suspended from work in accordance with Art. 76 of the Labor Code of the Russian Federation, and PPSS shall make the corresponding entries in the operational log. Preparation and submission of documents about the Incident in accordance with subparagraph "G" of the process of paragraph 7.2 of this Operating Instruction shall be carried out on the first business day.

**7.8 Procedure for Testing using a Portable Alcohol Tester**

The operating mode of a portable alcohol tester shall be in the range of -5- +50°C that limits its functional use.

Testing with use of a portable alcohol tester shall be carried out selectively during inspections, safety walks and on CPs not equipped with stationary alcohol testers.

An employee shall undergo the Alcohol Testing in accordance with the algorithm specified in Annex 2 to this Operating Instruction.

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In case of an Incident, the inspector shall draw up a Report in the form of Annex 3 to this Operating Instruction and inform the Employee's Immediate Supervisor about the Incident, as well as the Contract Supervisor in case with an Employee of the Contractor.

If an incident has occurred with an employee of the Company, the procedure for acting and reporting shall be carried out in accordance with paragraphs E-G of process 7.2 of this Operating Instruction.

In case of an Incident with an Employee of the Contractor (Subcontractor), the procedure for further actions shall be in accordance with paragraphs C-D of paragraph 7.3 and Procedure of PJSC Enel Russia No. 522 "Interaction with Contractors within EOH&S MS" dated 19/04/2018.

The Contract Supervisor with the Contractor shall report to HSG (OHG of RGRES), SEC, PP Manager about the results of the activities taken or further consideration of the Incident.

### **7.9 Prohibition to Issue Passes to the Territory of PP for Employees of the Company and Contractors.**

After confirmation of the fact of alcohol intoxication of an employee of the Company or an employee of a Contractor, the head of HSG shall send information to the Security of PP and the Security Group of HQ.

The Security of PP shall organize a process aimed to prohibit issuance of passes of these persons to all PPs of the Company.

For Employees of Contractors, the ban on issuance of passes shall be carried out on an ongoing basis.

## **8. ANNEXES**

### **8.1 Annex 1. Procedure of Alcohol Testing using Dingo B-01 Stationary Alcohol Tester**

1. An employee shall come to the alcohol tester. At the same time, it is necessary to make sure that the status indicator light on the alcohol tester is green (**ready mode**);
2. The employee shall breathe out into the funnel (1) of the alcohol tester from a distance of 5-10 cm for 2-3 seconds until a single sound signal appears. At the same time, the status indicator light (3) of the alcohol tester shall become yellow (**analysis mode**);

**Attention:** a three-time short signal of the alcohol tester and a red signal of the status indicator (3) indicate an incomplete exhalation (breathing-out), and a repeated testing shall be needed. In this case, it is necessary to:

- wait until the status indicator (3) becomes green;
  - breath out into the funnel (1) of the alcohol tester according to clause 2 of these instruction until the yellow signal of the status indicator (3) appears;
3. In the absence of any alcohol vapor in the analyzed air (or if its content is below the threshold of the alcohol tester triggering), the green light of the result indicator (4) "**Normal**" lights up.
  4. When the level of alcohol vapor in the exhaled air exceeds the set limit, the red light of the result indicator (4) "**Alcohol**" lights up.

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- 1 Funnel for Breathing-out
- 2 Power Indicator
- 3 **Status Indicator**  
 Red - Error  
 Yellow - Wait  
 Green - Ready
- 4 **Result Indicator**  
 Green - test passed, no alcohol detected  
 Red - test failed; alcohol detected in the exhaled air!

5. In case of detection of an intentional violation of the procedure for alcohol testing or attempts to “bypass” the system, disciplinary measures may be taken against the employee. The employee shall be responsible for non-compliance with the rules of the instruction.

Notes:

- Flashing indicators “Status”, “Normal” and “Alcohol” indicate an improper (failed) or off state of the system;
- Measurement results are digitally displayed on the internal digital display located on the back cover of the device;
- It is possible to use individual mouthpieces for breathing-out into the funnel of the alcohol tester.

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**8.2 Annex 2. Procedure of Alcohol Testing using Portable Alcotest 6810" (Drager) Alcohol Tester**

1. To power on the alcohol tester press and hold **OK** button for approximately 1 second until the start window appears on the display and a single beep sounds.

2. To install the mouthpiece, open the package. Do not remove the packaging from the area in contact with the mouth until the mouthpiece is correctly installed in the alcohol tester.

Insert the mouthpiece along the diagonal (the riffled side is up) of the guide groove until it stops and push the mouthpiece into the holder. A clicking sound will confirm the proper connection. Remove the rest of the packaging.

3. In 2 seconds, the message **WAIT** will appear on the screen

In 6 seconds, the message **READY** will be displayed and a short beep will sound. The green indicator will flash. The worker shall breath out into the wide part of the mouthpiece. If the breathing-out is correct, a continuous sound signal will appear and the green indicator will light up.

During sampling, the **BLOW** message will be displayed.

After sampling, the green indicator will go off; the continuous sound signal will stop.

The **WAIT** message will be displayed: the analysis is in progress.

In 5-25 seconds, the measurement result of the mass concentration of breath ethanol content will be displayed in the form X.XX mg / l. At the same time, the device will make from 1 to 3 sound signals:

-1 sound signal means a low level

-2 sound signals mean an average level

-3 sound signals mean a high level

**Errors during the analysis:**

In case of an incomplete or intermittent exhalation, the message "insufficient volume" will be displayed, a short sound signal will appear and the red indicator will flash. To repeat, click **OK**.

**In 4-30 seconds, the device will be ready for measurement.**



PJSC Enel Russia

Operating Instruction No. 1534

Version No. 2 dated 05/11/2019

FOR PUBLIC ACCESS

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**8.3 Annex 3. Form of Report**

**Report**

on Refusal to Undergo a Sobriety Control

\_\_\_\_\_ GRES power plant,  
PJSC Enel Russia

\_\_\_\_\_, \_\_\_\_ 20

No. \_\_\_\_\_

I, \_\_\_\_\_,  
(position, full name)

in presence of: \_\_\_\_\_;  
(position, full name)

\_\_\_\_\_  
(position, full name)

\_\_\_\_\_  
(position, full name)

has made this Report on the following:

The employee

\_\_\_\_\_  
(position, full name)

on \_\_\_\_\_, \_\_\_\_ 20 at \_\_\_\_:\_\_\_\_AM/PM

\_\_\_\_\_  
(the employee's place of work performance / detection)

has the following symptoms of the alcohol intoxication: the smell of alcohol in the exhaled air; impaired coordination of movements; shaking fingers (tremor); irritability, aggressiveness; lack of concentration; inadequate response to words and actions; incoherent speech; contraction of pupils, pallor of the skin (or, conversely, redness of the skin); glassy eyes, red eyes with dilated pupils, dry mouth, licking of lips, constant spitting, indistinct speech on various topics, extra chatting and gesturing (please underline as necessary).

During alcohol testing, the content of alcohol vapor in the exhaled air in amount of

\_\_\_\_\_mg/l has been recorded, the alcohol tester data are: \_\_\_\_\_.

In connection with the foregoing, \_\_\_\_\_  
\_\_\_\_\_ has

(full name of the employee)

not been permitted to enter the territory of \_\_\_\_\_ GRES (suspended from work).



**Subject:** Alcohol Testing System

**Application Areas:**

Perimeter: *Russia*  
Staff Function: -  
Service Function: -  
Business Line: -

It has been impossible to confirm the fact of the alcoholic intoxication of \_\_\_\_\_  
(full name of the employee)

by means of the sobriety control protocol, as the employee has refused to undergo the sobriety control voluntarily.

The employee's explanation is attached or the employee has refused to explain (strikeout whichever is not applicable)

\_\_\_\_\_  
(full name of the employee)

shall \ shall not be suspended from work for the period till \_\_\_\_\_.

I agree (disagree) with this Report \_\_\_\_\_  
(the employee's signature)

The content of this Report is confirmed by personal signatures

\_\_\_\_\_  
position                      date                      signature                      full name

\_\_\_\_\_  
position                      date                      signature                      full name

\_\_\_\_\_  
position                      date                      signature                      full name

I have read this Report

\_\_\_\_\_  
position                      date                      signature                      full name



**Subject:** Alcohol Testing System

**Application Areas:**

Perimeter: *Russia*  
Staff Function: -  
Service Function: -  
Business Line: -

**8.4. Annex 4. Form of Memo**

To HR Manager of  
\_\_\_\_\_ GRES Power Plant of PJSC Enel Russia  
from \_\_\_\_\_

(full name)

\_\_\_\_\_  
(position, BU)

**Memo**

I request to suspend an employee of the Business Unit

\_\_\_\_\_  
\_\_\_\_\_

(position, full name)

because

\_\_\_\_\_

\_\_\_\_\_

(please specify the reason)

from \_\_\_\_\_, \_\_\_\_ 20\_\_\_\_

**Annex:**

The explanatory note of the employee suspended from work (if provided by the employee)

dated \_\_\_\_\_, \_\_\_\_ 20\_\_\_\_

Report on refusal to undergo a sobriety control

The results of the voluntary sobriety control confirmed by the Sobriety Control Protocol made in relation to the employee

\_\_\_\_\_ dated \_\_\_\_\_, \_\_ 20 \_\_\_\_

dated \_\_\_\_\_, \_\_ 20 \_\_\_\_

\_\_\_\_\_  
(position, full name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_, \_\_\_\_ 20\_\_\_\_