



Table of Contents

| | |
|------------------------------------|---|
| 1. Drug and Alcohol Policy..... | 2 |
| 1.1 Purpose | 2 |
| 1.2 Scope..... | 2 |
| 1.3 Definitions | 2 |
| 1.3.1 Drug 2 | |
| 1.3.2 Alcohol 2 | |
| 1.4 Parties' Responsibilities..... | 2 |
| 1.4.1 Employees' obligations | 2 |
| 1.4.2 RwandAir's Obligations | 3 |
| 1.5 Inspections and Testing | 3 |
| 1.6 Disciplinary Measures | 3 |
| 1.7 Employees' support | 4 |
| 1.8 Review and Amendment | 4 |



1. Drug and Alcohol Policy

1.1 Purpose

RwandAir is committed to upholding the highest standards of safety, professionalism, and operational integrity across all functions. In line with this commitment, the company has established a Drug and Alcohol Use Policy aimed to prevent and address substance use in the workplace. The objective is to safeguard aviation safety, ensure compliance with national and international regulations, and promote a healthy and safe working environment.

1.2 Scope

This policy applies to all RwandAir employees and third-party contractors operating within RwandAir premises. This includes flight crew, cabin crew, ground staff, maintenance personnel, administrative staff, and service providers.

1.3 Definitions

1.3.1 Drug

Drug refers to any illegal substance, misused prescription medication, or over-the-counter drug that impairs performance, decision making and judgment.

1.3.2 Alcohol

Alcohol refers to ethyl alcohol in any form. Employees are considered under the influence when their behavior, appearance, or performance indicates impairment.

1.4 Parties' Responsibilities

1.4.1 Employees' obligations

All RwandAir's employees are prohibited to conduct the use, possession, distribution, or sale of illegal drugs or alcohol while on duty or on company premises, reporting to work under the influence, or refusal to comply with drug or alcohol testing requirements.

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|  | RWANDAIR DRUGS AND ALCOHOL USE POLICY | |
| | | CHAPTER 1: DRUGS AND ALCOHOL |

1.4.2 RwandAir's Obligations

In order to ensure health, safety, and welfare by maintaining a work environment free from the risks associated with drug and alcohol use, RwandAir will consistently conduct risk analysis to identify hazards related to drug and alcohol use that might affect workplace safety

Implementation of regular trainings on occupational health and safety, which includes information on the dangers of drug and alcohol consumption within the workplace.

In alignment with the emergency plans, RwandAir's procedures will reflect the risks that might arise due to drug and alcohol-related incidents.

1.5 Inspections and Testing

Regular monitoring and checks will be conducted to ensure compliance with this policy. This includes:

- ✓ Pre-Employment Testing for newly recruited employees and interns.
- ✓ Random testing of employees will be conducted without prior notice throughout the year.
- ✓ Reasonable suspicion testing when supervisors observe signs of impairment, such as slurred speech, erratic behavior, or the odor of drugs or alcohol.
- ✓ Post-accident or incident testing following any workplace accident or safety-related occurrence.
- ✓ Return-to-duty and follow-up testing for any employee who previously tested positive or violated this policy.

All test results and related information will be treated as confidential and disclosed only to authorized personnel or regulatory bodies as required by law.

1.6 Disciplinary Measures

Non-compliance with this policy is subject to a zero-tolerance approach and may result in disciplinary actions.

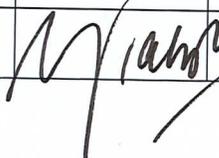
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|  | RWANDAIR DRUGS AND ALCOHOL USE POLICY | |
| | | CHAPTER 1: DRUGS AND ALCOHOL |

1.7 Employees' support

Employees seeking help for substance abuse are encouraged to use company-offered assistance without fear of reprisal by contacting RwandAir's Medical and Occupational Health unit via [\(+250\)787 258 695](tel:+250787258695) and on email occupationhealth@rwandair.com

1.8 Review and Amendment

This policy shall be reviewed annually and updated based on new findings or changes in **local labor laws, international aviation regulations (IATA), and RwandAir's Medical and Occupational Health SOPs.**

| Approval details | Name | Title | Signatures | Date |
|------------------|---------------------|---|---|---------------------------|
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