

ALCOHOL, TOBACCO & DRUG POLICY

Our Objective

Our objective is to act as a good & sincere employer and conduct our business activities in a way which will achieve the highest possible standard of health and safety for our employees, visitors and members of the public. We commit to comply with all local laws pertaining to drugs, tobacco and alcohol. We aim to minimise risks caused by or associated with alcohol, tobacco & drugs at work. This is because we recognise that we can contribute to a safe, healthy and productive work environment by preventing drugs, tobacco and alcohol problems, by raising awareness, by identifying problems at the earliest stage and by offering support to those who have a problem.

Our Policy

Our policy is to ensure that drugs, tobacco and alcohol problems are dealt with effectively and consistently so that workers & drivers are protected and those affected are encouraged to seek help. We expect all of those to whom this applies to support this policy and in doing so comply with the rules below.

For the purposes of this policy, drugs, tobacco and alcohol problems are defined as those which incorporate a variety of behaviours caused by their consumption (including prescription & over the counter drugs) which may be problematic to the individual and/or to the organisation for which the individual works.

This policy applies to all of our employees as well as subcontractors, consultants and employees of other organisations when working on our sites and premises.

We would urge anyone who feels that they may have a drug, tobacco or alcohol problem to come forward proactively to discuss the same confidentially with their relevant supervisor or manager so that we may extend our support to the fullest.

Rules

- You must not be in possession of any illegal drugs whilst working on our sites/premises and the sites of our clients.
- You must not under any circumstances be under the possession or influence of drug, tobacco or alcoholic substances whilst at work / duty hours. Note that, as previously consumed drug or alcoholic substances may affect your performance at work, you may still be considered to be under the influence.
- If you are on drugs for any medical reason, please inform your supervisor or manager at once.
- If your supervisor or manager believes that you are under the influence of drugs or alcohol whilst on our sites or premises, you will be asked to leave, having been advised of the support available to you in accordance with our disciplinary procedures.
- Driver should not carry any intoxicating material (drug / alcohol) in vehicle cabin.
- There may be circumstances where we would ask you to provide an alcoholic or illegal drug substance test sample. This may be as part of an initiative to carry out random testing or otherwise. Any refusal to provide a test sample may lead to disciplinary action. For specific customer, We intend to randomly test 5% driver of the system with below test –
 1. Amphetamine
 2. Methamphetamine
 3. Cocaine
 4. Barbiturates
 5. Cannabinoids
 6. Opiates
 7. PCP
 8. Benzodiazepine
 9. Methadone
- No smoking is allowed in any unauthorized places.

Identifying a problem

The following list of signals (particularly in combination) could be indicative of a problem, though the list is not exhaustive.

- Persistent short-term absence
- Frequent unauthorised absence
- Recurrent small accidents
- Poor time keeping
- Inconsistency in work performance
- A breakdown in working relations
- Aggressive behaviour
- Deterioration in physical appearance, such as weight loss

The above factors could be due to other causes, therefore managers and supervisors must exercise intellectual discretion to identify a potential problem

Confidentiality

It is advised that the HR & HSE of the organisation, must maintain confidentiality for any employee who is experiencing problems with drugs and alcohol. The information can only be divulged in cases where safety would be compromised by not doing so.

This policy shall be communicated to all our employees, contractors and contractual staff shall be treated as condition for employment.

Policy Number – DA/001

Date: 01.04.2020

Place: Hazira, Surat

Revision No. 1, 27.03.2021


Anand Mimani

Chief Executive Officer

Revision / Amendment Sheet

SI No	Date	Revision no	Details of Revision
1	01.04.2020	00	First Issue
2	27.03.2021	1	Updated entire Policy as per customer requirement. Added Rules and process for identifying drug and alcohol problems.