
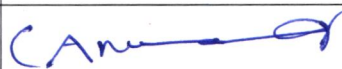




Drug & Alcohol Policy Ver 1.0

(w.e.f 1st August,2022)

	Prepared & Reviewed By	Approved By
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Designation	AVP- HR	CMD & CEO
Signature		
Date	25.07.2022	29.07.2022

This core aim of this Policy is to eliminate risks of accidents, incidents or injuries arising due to consumption of drugs or alcohol. Working under the influence of drugs or alcohol is a threat not only to the safety of individuals but to their colleagues also.

Organization Responsibilities

Matters related to Safety & Health is mainstream concern and responsibility of local management. Managers and front-line executives are solely accountable for Safety & Health of the activities that are under their supervision and control which also includes matters associated to drugs and alcohol. This policy is applicable to all employees, contractors, sub-contractors, client, visitors, volunteers, stake holders without any discretion, who are directly or indirectly associated with HSCL. Failure to abide by this Policy will stop entry in Company's premises or disqualify for future entry.

Individual Responsibilities

Employees are prohibited from consuming, using, storing, manufacturing, and distributing illegal and illicit drugs and/or alcohol inside work premises or beyond the normal schedule working hours. They are expected to report fit at worksite for duty in their schedule shift and time without being intoxicated under the influence of drug or alcohol and should able to discharge their assigned duty safely. Any suspicious or abnormal behaviour of a person working in the premises is witnessed due to the influence of drugs or alcohol by an individual, he/she must report to his/her supervisor immediately. Such impairment behaviours are to be treated as Dangerous Occurrence by the Management and must be recorded.

Management Responsibilities

The local management need to have a reasonable local procedure/ protocol in place for implementing this Policy and complying in full. The Company reserves the right to perform drugs and alcohol tests on a random basis of individuals, when there an allegation or suspicion of impairment. This test may also be a part of pre- condition to employment and if an applicant declines a drug or alcohol test or fails to fully

cooperate, he/she will immediately be disqualified. On investigation if there is sufficient proof of drug or alcohol abuse, the manager will not allow that person in question to undertake any work or driving or operating any vehicle including riding a bicycle. The suspected person may be subject to a drug or alcohol test or formal investigation. If the test results are beyond permissible limits, HR may initiate disciplinary actions within legal frame work and documented. Company may also conduct searches for alcohol or drugs within our workplaces.

However, Management believes that addiction to drug and alcohol is curable. In such cases if any employee who is addicted to drug and alcohol and seeks local Management's support, will be given suitable social and professional assistance so that good health and well- being is restored.

Company organized social events

If an individual is attending a social event organized by HSCL or representing HSCL at an outside event, he /she must be responsible enough to observe contents of this Policy and shall take sufficient care to follow the local law while driving or riding a vehicle, including a bicycle. If an individual presence is required in a Company sponsored event or social gathering where alcohol is served, the organizer of the event will ensure adequate transport facilities and if required accommodation also for him/her so that the Policy is respected and adhered fully.

Zero tolerance for any employee, who arrive at workplace under influence of drug & alcohol or violates this, Policy.

Explanation of the policy:

- HR department will be the sole authority to interpret the content of this policy.

NB: Management reserves the right to exercise its discretion in special cases based on organizational values

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