



## Himadri Speciality Chemical Ltd

### Drug and Alcohol Policy

Policy Version :1.0/2023

(w.e.f :10<sup>th</sup> December, 2023)

	Prepared By	Reviewed By	Approved By
<b>Name</b>	Mr. Vishnu Arat	Mr. Avijit Sasmal	Mr. Anurag Choudhary
<b>Designation</b>	Sr. Manager-HSE & Sustainability	Sr. Vice President-HSE & Sustainability	CMD & CEO
<b>Signature</b>			
<b>Date</b>	7.12.2023	7.12.2023	8.12.2023.



## **Purpose**

At Himadri, we maintain a safe, healthy and productive workplace by preventing and addressing drug and alcohol misuse. To enhance productivity, reduce absenteeism, poor performance and disciplinary issues related to substance misuse. Provide employees with a clear understanding of the company's stance on drug and alcohol use, outlining acceptable behaviours and the consequences of violence.

## **Scope**

This policy applies to all Himadri facilities, including manufacturing plants and corporate offices & subsidiaries. It covers employees, contract employees (third-party employees engaged on our premises), visitors, customers, and anyone affected by our business activities.

## **Organization and Responsibilities**

Himadri recognizes the importance of a robust drug and alcohol policy as a fundamental component of maintaining safe and productive work environment. Organization emphasizes importance and education and awareness programs to inform employees about risks associated with drug and alcohol use. To foster a culture of openness where employees feel safe to seek help for substance related issues without fear of stigma or retaliation.

Executives and line managers are accountable to ensure adherence to the drug and alcohol policy within their teams and address any violation promptly. Offer support and guide them towards appropriate resources. Safety and health committee will review the effectiveness and make recommendations for improvements and encourage healthy behaviours among employees

## **Our Beliefs**

- Safety is a priority
- Zero tolerance
- Support over stigma

## **Our Aims**

- Safe and healthy workplace
- Minimize accidents and injuries
- Positive and responsible workplace culture
- Educating employees on risks of substance abuse



## **Our Commitments**

- Ensure that all, employees on company premises and project sites are free from the influence of drugs and alcohol at all times.
- Commit to holding drug and alcohol awareness sessions per year, ensuring that 100% designated employee participation.
- We are committed to creating a workplace culture that prioritizes health, safety and wellbeing and promote open communication, offering assistance and education on the risks of substance abuse.
- Strictly prohibit the use, possession, sale or influence of drugs and alcohol in workplace.
- We ensure employees in safety sensitive roles will undergo random drug and alcohol testing every day.
- We are committed to maintaining a drug and alcohol free environment to ensure employee safety and operational efficiency.
- We pledge to support employees facing substance abuse issues by offering access to counselling, rehabilitation and Employee Assistance Program (EAP) in a confidential and non-punitive manner.
- We ensure that all employees refrain from using or being under the influence of illegal drugs and alcohol during work hours or while in company premises.
- Ensure that any violations of policy are addressed fairly and consistently, with clearly defined disciplinary measures that uphold accountability.
- Promote wellness initiatives that encourage healthy lifestyle choices and stress management techniques.

## **Governance**

This policy is governed by the Sustainability (ESG) Council of Himadri under the supervision of the Sustainability (ESG) Committee at the Board level.

## **Policy Review**

This policy will be reviewed every three years or as necessary if critical elements need modification.