

Anti-Drug / Anti-Alcohol Policy

It is the policy of the company to promote and maintain a safe, healthy and productive drug – free work environment, for the benefit of its employees, customers and the society in which we operate. Safe work practices, protection of company assets, and protection of the environment are priorities for our company.

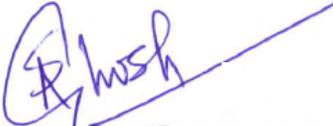
We consider all banned drugs and alcohol to be a very serious issue and attach great importance to our commitments to maintain a drug-free and alcohol-free work environment.

Therefore,

- The unlawful manufacture, distribution, dispensing, possession, use of or being under the influence of alcohol, controlled, substances, drugs, narcotics, or any intoxicant is prohibited by an employee of the company or individual on company premises, or while conducting company business off-premise. Employee violating any part of this policy is subject to serious disciplinary action, up to and including termination of employment.
- The company or its agents or any registered medical practitioner recommended by the company may collect body fluid (blood, urine, saliva, etc.) samples from employees and may test such specimens for alcohol, controlled substances, drugs, narcotics, or intoxicant, or their metabolites. An employee's or applicant's consent to submit to such testing is required as a condition of employment. Employees who refuse to submit to the tests will be liable to face action as deemed fit by the company.

The company reserves the right to suspend an employee, with or without pay, pending the results of a substance abuse test. In the event that the suspension is without pay and the test result is later negative, the employee will be reimbursed for the time missed as a result.

For the above purpose, the onus rests on the immediate line manager/ supervisor to initiate action on errant employees. Similarly, if an employee finds his / her co-worker under the influence of drug/alcohol/prohibited substance, he/she has to inform the HR Department and the concerned line manager/supervisor immediately about the same.



S.K. Ghosh
Managing Director
24th Feb 2020

