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|--|-------------------------------------------------------------|------------------------------------|------------------------|
|  | <b>POLICY AGAINST SUBSTANCE ABUSE</b><br><br><b>AT WORK</b> | <b>Doc No.:-SF / HR / PO-036</b>   |                        |
|  |                                                             | <b>Rev. No.:-00</b>                | <b>Rev. Date:- Nil</b> |
|  |                                                             | <b>Effective Date:- 01/04/2025</b> |                        |

### **Purpose**

The organization is committed to maintaining a safe, healthy, and productive workplace and does not permit any employee, contractor, trainee, or visitor to work while impaired by alcohol, drugs, or any other substance that may affect judgment, alertness, coordination, or safe behaviour. This requirement is especially important in forging operations where furnaces, presses, hammers, cranes, forklifts, hot material handling, and moving equipment create high-risk conditions.

### **Scope**

This policy applies to all employees, contract workers, apprentices, trainees, and visitors present at company premises or engaged in company work at external locations. It covers all work areas including forge shop, heat treatment, maintenance, tool room, stores, dispatch, loading and unloading zones, and company vehicles.

### **Policy Requirements**

Employees and other covered persons shall report to work fit for duty and remain free from the influence of alcohol, illegal drugs, or misused prescription or over-the-counter medicines while on duty. The possession, use, sale, purchase, transfer, or distribution of illegal drugs or unauthorized alcohol on company premises or during company work is prohibited. No person shall operate presses, furnaces, manipulators, overhead cranes, forklifts, cutting machines, or other safety-critical equipment while impaired or suspected to be impaired.

### **Disclosure and Support**

Any employee using prescribed medication that may affect alertness, reaction time, or coordination shall inform the supervisor or authorized company representative before performing safety-critical work. Employees are encouraged to voluntarily seek help for substance-related problems before safety, quality, attendance, or performance is affected, and such cases should, where reasonably practicable, be handled confidentially and with appropriate support.

### **Reporting and Action**

Supervisors shall immediately remove any person suspected of impairment from safety-sensitive work and arrange evaluation, safe transportation, and further action as per company procedure. The organization may investigate suspected cases and may use testing in legally permitted circumstances such as post-incident, reasonable suspicion, or return-to-work situations under a documented process. Refusal to cooperate with a justified investigation or testing requirement may be treated as a policy violation.

### **Disciplinary Consequences**

Violation of this policy, including reporting to work under the influence, possession of prohibited substances, or working unsafely while impaired, may lead to disciplinary action up to and including removal from duty or termination of employment in accordance with company rules and applicable law. Serious violations involving safety-critical operations

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|                  | <b>Approved by Director</b> |
| <b>Name</b>      |                             |
| <b>Signature</b> |                             |

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shall be treated with the highest level of concern because of the risk of injury, fire, equipment damage, and fatal accidents in forging operations.

**Responsibility and Review**

Management shall communicate, implement, and periodically review this policy, while supervisors shall monitor compliance and employees shall cooperate fully with its requirements. This policy shall be displayed prominently, explained during induction and safety training, and reviewed whenever operational risks, legal requirements, or incident trends indicate the need for revision.



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