



## Alcohol, Drugs & Tobacco\* Policy

The abuse of alcohol, use of illicit drugs/substance abuse or misuse of legal drugs, tobacco can impair performance at work and can be a serious threat to safety, health and environment.

The company wishes to ensure that all employees recognise this threat and aims at creating a situation where the usage of alcohol, drugs & tobacco can be no threat to the safety, environment and the health of workforce engaged in it and company business. HGC strongly advises its workforce to comply with Gujarat state's policy on prohibition of liquor, use of tobacco & smoking in public and rules by Government of India.

\* - The word tobacco means any form of tobacco or its derivatives.

### Guiding Principles

1. The Company encourages employees to come forward in confidence to their supervisor or medical team, and receive assistance in accordance with the rehabilitation facilities that are available.
2. Inability to perform one's duties through impairment by alcohol, illegal drugs or misuse of prescription drugs is regarded as serious misconduct;
3. Possession, consumption, distribution, sale of alcohol and illicit drugs (or legal drugs which can be misused) on the Company's business premises, and vehicle are regarded as serious misconduct;

### The Company Approach

1. It is not permitted to consume or be intoxicated by alcohol or illegal substance during work hours and/or when driving a company vehicle, and to bring illegal substances or alcohol onto company premises.
2. Employees are expected to inform the supervisor, HGC Health of the taking of prescribed drugs or medications if this has a significant effect on their reactions or any other physical or mental abilities, which are important in their work. Failure to do so could give rise to disciplinary action. Eventually when consuming alcohol off-duty; employees should ensure that the effect of alcohol should not hamper their duty hours.
3. The company reserves the right to carry out drug and alcohol tests at pre-employment and during working hours with cause (suspicion of intoxication, post incident, on finding substances or equipment). Testing will be conducted where (a) 'substance abuse' is suspected to have contributed to the cause of and incident, (b) after treatment and rehabilitation to establish fitness for returning to work, and (c) upon recommendation of the assessment team.; For testing the employee will be required to give consent for testing.
4. A confirmed positive test or refusal to take a test will result in disciplinary action, disciplinary action may also be taken against those in possession of alcohol or illicit drugs in the Workplace
5. If besides the HGC Alcohol, Drugs & Tobacco Policy other rules are adopted at the sites due to general safety or legal requirements, then the farthest-reaching rules apply.
6. All workers who believe they have a substance abuse problem are encouraged to come forward and seek help and support from HGC management, such employees will be assisted in accordance with the company policy. Also, only limited time-off with pay will be granted, and being on a rehabilitation programme does not provide an excuse for further misconduct, which will be regarded as a disciplinary matter.
7. Information, education and training programmes for employees / workers will be implemented during the introduction of new or changes to the existing alcohol, drug and tobacco policy and program. Workers are encouraged to share information with their families and respective communities.
8. Treatment, rehabilitation and referral services shall be made available including provisions for employee assistance and counselling programs.
9. Consumption of Tobacco by persons working at HGC within HGC premises will be a case subject to investigation and appropriate consequence management.