



DRUG AND ALCOHOL POLICY

Chandigarh , India

DRUG AND ALCOHOL POLICY

SARK INDUSTRIES is committed to upholding the standards set forth by the Drug-Free Workplace Act of 1988 to ensure a secure and healthy work environment for all stakeholders, including employees, customers, vendors, and visitors.

This Alcohol and Drug Policy is applicable to all personnel within SARK INDUSTRIES, regardless of their positions or titles.

The consumption of alcoholic beverages, drugs, or any intoxicating substances during working hours poses a potential threat to the health and safety of our company members. Consequently, we unequivocally prohibit the use or abuse of alcohol or drugs within the workplace or during working hours.

Objectives:

1. Clearly articulate our stance on the use of alcohol and drugs in the workplace.
2. Mitigate risks associated with alcohol or drug use within our premises.
3. Establish comprehensive guidelines on substance misuse in the workplace.
4. Educate employees on the adverse effects of alcohol or drugs.
5. Provide support to employees facing alcohol or drug addiction issues.
6. Encourage early identification of alcohol or drug problems among employees.
7. Train employees to offer support to colleagues dealing with alcohol or drug-related challenges.

Regulations:

1. Employees must enter the workplace free from the effects of alcohol or drug use.
2. Possession or being under the influence of alcohol or drugs while representing SARK INDUSTRIES outside the workplace is strictly prohibited.
3. The use of alcohol or drugs during working hours, including paid or unpaid breaks, is considered unacceptable behaviour.
4. Employees are not permitted to enter the workplace in possession of any such substances.
5. Employees must inform their supervisors if they are prescribed any drugs that may impact their performance and safety.
6. Any illegal drugs discovered will be handed over to the appropriate enforcement agency.

Identification:

Employees may be subject to an alcohol or drug test if at least two managerial-level individuals within the company agree that there is reasonable suspicion of substance use. These individuals must use a reasonable identification checklist, considering factors such as:

- Unusual movements
- Odors
- Dilated or watery eyes
- Facial appearance (sweaty, flushed, confused)
- Slow or slurred speech
- Distraction and inability to verbalize thoughts
- Drowsiness, unconsciousness, or sleeping
- Aggression/Paranoia

Upon sufficient identification, the designated employees will inform the individual in question of the grounds for suspicion and proceed with necessary testing procedures. Refusal to comply with the required procedures will be treated as a positive drug test result, leading to immediate termination of employment.