

Effective Date: 27/07/2023

## Introduction

The purpose of this Alcohol and Drug-Free Policy at PMCEST is to maintain a safe, healthy, and productive work environment for all employees. Substance abuse, including the use of alcohol and illegal drugs, can jeopardize workplace safety, impair job performance, and lead to serious accidents and incidents. This policy aims to prevent drug and alcohol abuse and ensure the well-being of our employees, clients, and the community

## Scope

This policy applies to all employees, contractors, visitors, and anyone present on PMCEST premises or engaged in company-related activities

## Policy Statement

- Prohibition** ➤ PMCEST strictly prohibits the possession, distribution, sale, use, or influence of alcohol, illegal drugs, or unauthorized substances on company premises or during work hours.
- Reasonable Suspicion** ➤ PMCEST reserves the right to conduct alcohol and drug testing based on reasonable suspicion. This includes, but is not limited to, signs of impairment, erratic behavior, or involvement in accidents/incidents
- Prescription Medications** ➤ Employees taking prescription medications that may affect job performance must inform their supervisor or the HR department. Confidentiality will be maintained, but it is essential for safety reasons and to determine if any accommodations are necessary
- Voluntary Assistance** ➤ PMCEST encourages employees to seek help if they have substance abuse problems. Confidentiality will be maintained to the extent permitted by law. Employees will be supported in accessing resources for rehabilitation and counseling.

## Responsibilities

- Employees** ➤ All employees are responsible for complying with this policy and refraining from any substance abuse that may impair their ability to perform their duties safely and efficiently.
- Supervisors/Managers** ➤ Supervisors and managers must enforce this policy consistently, promote a drug-free work environment, and be vigilant for any signs of substance abuse among their team members.
- Human Resources:** ➤ HR department will oversee the implementation of this policy, conduct training sessions, provide education on substance abuse, and assist employees seeking help for substance abuse issues.

## Consequences of Violation

Violation of this Alcohol and Drug-Free Policy will lead to disciplinary action, up to and including termination of employment, subject to applicable labor laws. In case of illegal drug activities, appropriate legal authorities will be informed.

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## Education and Awareness

Non-compliance will lead to appropriate disciplinary action, including warnings, retraining, or termination, based on severity and frequency.

## Policy Review.

This Alcohol and Drug-Free Policy will be reviewed periodically to ensure its effectiveness and alignment with legal requirements and industry best practices. By complying with this policy, we aim to create a safe, healthy, and productive work environment for all employees at PMCEST



  
Signature  
M.R.V.Pillai  
Managing Director  
27/07/2023