

## DRUG AND ALCOHOL POLICY

**Purpose:** UMSL has responsibility and commitment towards its employees, visitors, stockholders, and interested parties to ensure a safe and healthy workplace and a work environment free of alcohol and drug use /abuse.

**Policy:** This policy applies at the workplace of UMSL to its employees, workmen, visitors, sub-contractors and other related parties during the working hours.

- All employees are expected to report fit for duty for scheduled work and should be able to perform assigned duties safely and acceptably without limitations due to the use or after effects of alcohol, drugs, non-prescription drugs or prescribed medications or any other substance.
- Alcohol or drugs can have adverse effects upon the workplace, the integrity of our work culture and the safety of employees. It will diminish the objective of an alcohol and drug free work environment .As such the company wants to impress upon all employees that it has zero tolerance for employees who arrive at work under the influence of alcohol and drug, and/ or who ability to work is impaired in any way by reason of consumption of alcohol or drugs on the company property.
- The company strictly prohibits the use, unlawful manufacture, sale, purchase, offer to purchase or sell, transfer, and distribution, and consumption, possession of drugs or alcohol on company property. To this end the company reserve the right to conduct searches for drug or alcohol, including but not limited to lockers filling cabinets, desks, packages etc. Which are on company property or in a company facility .Any drugs or alcohol found as result of such a search will be confiscated and the occupant or user of the objective searched will be subject to disciplinary action up to and including termination of employment.

### **Roles and Responsibilities:**

It is the responsibility of an employee's superior to identify a situation in which they have to concerns about the individual's immediate ability to perform their job and take appropriate steps, where necessary ,they will remove any employee ,workmen ,sub-contractor ,visitor and other related parties who are suspected of violating the provisions of this policy from company premises ,pending investigation and a decision on appropriate disciplinary action .

4<sup>th</sup> Feb, 2020

  
VIKAS GUPTA

Chief Operating Officer

**UMSL**  
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