

DRUGS AND ALCOHOL POLICY

The Company's policy is that all employees must be always free from the influence of drugs or alcohol during working hours and at workplace. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For those reasons, the following rules will be strictly enforced.

NO employee or worker shall -

- report for work when unfit due to alcohol or drugs abuse.
- be in possession of alcohol or illegal drugs in the workplace;
- supply others with illegal drugs in the workplace;
- consume alcohol or illegal drugs at the workplace.

All employees or workers MUST —

- ensure they *are* aware of the side effects of any prescription drugs;
- advise their superior / manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others.

The Company reserves the right to take disciplinary action for any breach of these rules, which may include termination of employment.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately. Disciplinary action will be taken thereafter.

In addition, possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the Police.

The Company will ensure that advice and help are made available to any employee who feels they have a problem with drug or alcohol misuse.

Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.


IR. JANANG BUNGSU
MANAGING DIRECTOR
22nd December 2016
