



SSTCM
SumiSaujana TCM Chemicals

***POLICY STATEMENT ON
NON-PRESCRIBED DRUGS /ALCOHOL***

All employees are strictly prohibited from consuming, being in possession of, or being under the influence of alcohol and/or non-prescribed drugs on SSTCM worksite/office premises or that of a client, except for those drugs which have been medically prescribed by an authorized medical officer for the person consuming or possessing them. This policy shall also apply to employees of SSTCM's contractors and shall be made part of their contract.

It is mandatory for an employee who takes prescribed drugs for personal medication on a regular or emergency basis, issued by an authorized medical officer, to immediately notify his supervisor.

As part of the employment terms and conditions, SSTCM and its client shall reserve the right to conduct searches of the person, his possessions, vehicles and other properties while on premises owned or controlled by SSTCM or the client. Further, SSTCM and its client shall reserve the right to conduct alcohol and drug tests on the employees before commencement of employment as well as to conduct periodic or random drug and alcohol tests. Any person who refuses to cooperate shall be terminated. Any positive results from any of the exercises undertaken as mentioned above shall be taken seriously and the employee concerned shall be suspended from work. A thorough investigation shall be conducted before determining any Disciplinary Action to be taken.

Any person reporting for duty under the influence of alcohol or non-prescribed drugs will not be allowed to enter any of the SSTCM worksite/office premises. Disciplinary action will be taken against any person discovered under the above situation.

In a case where an employee is discovered in possession of non-prescribed drugs, the Safety Officer is responsible to report the matter to SSTCM Management. In the event the drugs fall into the category of controlled drugs under Schedule I & II of the Controlled Substance Act of 1970, then it is the obligation of the SSTCM Management and the Safety Officer to make a report at the nearest Police Station.

Definition

Non-prescribed drugs

Drugs that have no accepted medical use, and have abuse potential, e.g., heroin, morphine, cocaine, opium, LSD. Refer to Schedule I and II substances of the Controlled Substances Act of 1970.

Authorized Medical Officer

Company's Panel Doctor or Registered Medical Practitioner.