

DRUG & ALCOHOL-FREE POLICY

POLICY BRIEF & SCOPE

- i. This policy applies to all TGIB Group of companies based in Peninsular Malaysia.
- ii. TGIB is committed to providing a safe and healthy work environment that is consistent with promoting and fostering employees' safety, health and wellbeing. Concerning this, the company considers the abuse of drugs or alcohol on the job to be an unsafe and counter productive work practice.
- iii. The company views seriously the case of employees (or contractors on site) using illegal drugs or indulging in alcohol and other substance abuse at the workplace. Appropriate action will be instituted against anyone who presents himself at work under the influence of illegal substances or possesses, distributes or sells illegal drugs in the workplace.
- iv. The intent of this policy is to offer a helping hand to those who need it while sending a clear message that illegal drugs use, alcohol and substance abuse are totally unacceptable.
- v. To fully comply with all statutory requirements and the Occupational Safety and Health Act (OSHA), this policy stipulates that it is a violation for any employee to:
 - possess, sell, trade or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol and other substance abuse while at work.
 - report to work under the influence of illegal drugs or alcohol.
 - use prescription drugs illegally at the workplace - where there are any doubts, the employee must seek clarification with the immediate superior.
- vi. Anyone violating this policy will be subject to strict disciplinary action in line with company disciplinary procedures, including dismissal. The company reserves the right to search employee's personal belongings and to conduct "random test" and "test for cause" on anyone where there is reason to believe non-conformance with the above policy.
- vii. Employees will be required to submit to drug and/or alcohol testing at a laboratory chosen by the company if there is a cause for reasonable suspicion of substance abuse. Whenever possible, the supervisor should have the employee observed by a second supervisor or manager before requiring testing. Employees who refuse substance testing under these circumstances will be terminated.
- viii. **Circumstances that could be indicators of a substance abuse problem and considered reasonable suspicion are:**
 1. Observed alcohol or drug abuse during work hours on company premises.
 2. Apparent physical state of impairment.
 3. Incoherent mental state.
 4. Marked changes in personal behavior that is otherwise unexplainable.
 5. Deteriorating work performance that is not attributed to other factors.

6. Accidents or other actions that provide reasonable cause to believe the employee may be under the influence.

ix. Drug or alcohol abuse in the workplace may result in:

1. Mistakes, accidents and injuries
2. Damage to workplace equipment
3. Absenteeism
4. A decrease in productivity reputational damage