



# Al Ramooz Group of Companies

## SMOKING, DRUG AND ALCOHOLE POLICY

Al Ramooz Group Management, in support of maintaining Health and Safety of own employees and Sub-Contractors', a safe and secure working environment, and in line with Government Regulations, shall ensure strict disciplinary action up to the termination of employment, if employees fail to abide to this policy:

- Employees and sub-contractors' must report to work in a fit and healthy condition, free from the influence of alcohol, psychotropic, and illegal/prohibited drugs or substances.
- Employees must inform the company of any personal use of medication or prescribed drugs that have potential side effect on their behavior for work activity.
- Employees are forbidden to use, possess, distribute, purchase, or sale of any alcohol, illegal drugs or other controlled substances by any person while in Company premises, at Company worksites, Company vehicles.
- The Company will provide the resources necessary to carry out testing for illegal or prohibited substances in the form of urine, blood, or exhaled breath.
- The Company will provide training and education for employees regarding the Company's Substance Abuse policy and their individual responsibilities.
- Should any member of staff have suspicions that an employee is acting unusual to their normal character, his/her immediate Supervisor or Line Manager should be informed and the Corporate Substance Abuse Procedure will be implemented.
- All personnel shall make themselves available for testing for illegal or prohibited substances at any time. Refusal to undergo a test will be considered as misconduct.
- Encouraging and supporting a programme of rehabilitation whenever discover an employee become dependent on an illegal or prohibited substance.
- Employees are forbidden to use, possess, transport, or sale of explosives, unauthorized flammable materials, firearms, or other weapons while on Company premises, engaged in Company business or while operating Company equipment.

Management as appropriate may arrange for rehabilitation assistance in the form of counseling programme or professional treatment.

**Ali Saleh Al Sahib**  
Chairman