



Knowledge is Wealth

## **ALCOHOL AND SUBSTANCE ABUSE POLICY**

Navneet Education Limited (NEL) values the health and safety of all associates and is committed to establish a safe, quality oriented and productive workplace. NEL is mindful that consumption of alcohol and drugs at the workplace or coming to work under the influence of alcohol and drugs pose a threat to the health and safety & wellbeing of the individual and to the security of the equipment and facilities. It can have an adverse & long-lasting impact on the company's reputation, employee morale, trust of stakeholders & attract legal action.

This policy is applicable to all the employees of the Company, its sub-contractors, vendors, business associates, representatives, and visitors while on NEL's premises, or at any other location for work of NEL.

NEL is committed to:

- Zero Tolerance towards using, being under the influence of, distributing illegal drugs, controlled substances, or alcohol while on company premises or when conducting company business.
- Establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment.
- To put restrictions on alcohol consumption and to implement drug and alcohol tests for employees.
- Possession of illegal drugs at work is strictly prohibited.
- This also applies to lawfully prescribed medication if such use may impair our ability to perform our jobs or poses a direct threat to ourselves or others in the workplace.
- To support and assist the rehabilitation program for employees who self-disclose or are identified as having substance misuse issues. Any drug and/or alcohol related problem will be treated as "strictly confidential" and treatment and/or counselling is to be sought and undertaken and the immediate manager to be kept informed.



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- Anyone suspected of possessing alcohol, an illegal drug or a controlled substance during working hours is subject to inspection and search, with or without notice.
- The Company reserves the right to demand a drug or alcohol test of any employee based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, involvement in an accident, or a substantial drop off in work performance. Non-compliance of this policy and/or failure to take a requested test may lead to disciplinary action, including possible termination.

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