

ALCOHOL AND DRUGS POLICY

1. Objectives

The objective of the Alcohol and Drugs Policies is to help maintain a safe, healthy and productive work environment. The policies cover the use and abuse (which include possession, distribution or sale) of alcohol/alcoholic beverage or drug in the work location and abuse (which includes sales, possession or trafficking) of drugs, including dangerous drugs. They outline the procedures and provide a basis for disciplinary action when policies provisions are violated. While these policies refer especially to alcohol and drugs, they are intended to apply all forms of substances abuse

2. General Provision

The Company recognizes that the use and abuse of alcohol/alcoholic beverages and drugs will impair the employees' ability to perform properly and will have serious adverse effects on safety, efficiency and productivity.

Alcohol Policy – The Company strictly prohibits the use, possession, distribution, or sale of alcohol/alcoholic beverages in Company work locations. Any employee who is incapable of performing his work in a safe and acceptable manner due to the influence of alcohol will be subject to disciplinary action, including termination. Employees are not allowed to drive or operate Company vehicles or machines while under the influence of alcohol.

Drug Policy – the Company strictly prohibit the use and possession of, or trafficking of drugs, No employee shall be under the influence of drugs or carry such drugs into Company premises or work locations. Violation of this policy is ground for disciplinary action including termination. The Company reserves the right to refuse the entry of prescribed drugs if, in its opinion, the use of such drugs will have adverse effects on the safety and efficiency of the work environment. The use of prescribed drugs on Company premises or work locations must comply with procedure established in this policy.

It is a requirement of the Company that all applicants accepting the offers of regular employment must pass a drug test.

Any employee who is arrested and charged by the authorities for possession of or trafficking in dangerous drugs within as well as outside of Company premises or work locations may be subject to disciplinary action, including termination.

For both policies, the Company shall designate certain positions as designated positions from time to time. Any employee who has had or is found to have an alcohol or drugs related problem shall not be permitted to work in such a position.



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Contractor, common carrier and vendor personnel are also covered by all provisions of these policies, except those relating to rehabilitation

3. Alcohol and Drugs Search

The Company reserves the right to search any employee and/or his personal belongings within the work location to carry out the objective of the policies. A refusal to submit to a search is an infringement of the policies and may subject the employee to disciplinary action, including termination.

4. Rehabilitation

The Company recognizes that alcohol and drugs dependency are treatable conditions. Any employees with alcohol and drugs dependency problem who voluntarily requests for medical assistance will be eligible from Company assisted treatment, including time off for rehabilitation, as provided for in this policy. In any event, an employee with past or current alcohol and drugs related problems or who participates in a rehabilitation program shall not be allowed to work in a designated position. Any employee returning from rehabilitation will be required to participate in a Company approved after – care program.

5. Alcohol and Drugs Test on Employees

The Company may require employees to submit to medical evaluation on alcohol and drugs tests. The mode and manner of such tests will be decided by the Company. Unannounced periodic or random tests shall be conducted on employees as deemed necessary by the Company from time to time.

6. Infringement of policy

Any employee who is found to have infringed any provision of this policy may be subjected to disciplinary action, including termination.

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Dato' Aziz Ayob
Chief Executive Officer
Dimension Bid (M) Sdn Bhd
8th January 2014