

DRUG AND ALCOHOL POLICY

1. Purpose

TechnoSphere India Private Limited is committed to maintaining a professional, safe, healthy, and productive workplace free from the adverse effects of drug and alcohol misuse. This Drug and Alcohol Policy aims to prevent substance abuse at all worksites and company-sponsored events to ensure the well-being and safety of all employees, contractors, and visitors.

2. Scope

This Policy applies to all employees (permanent, temporary, contractual), consultants, interns, contractors, vendors, and visitors at all TechnoSphere premises, client sites, remote workplaces, and work-related social events.

3. Policy Statement

- The use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, or controlled substances during work hours, on company premises, or at any company-related event is strictly prohibited.
- Employees must not report to work under the influence of any substances that impair their abilities, judgment, or performance.
- Prescription medications are permitted only if they do not affect the employee's ability to perform their duties safely.
- The Company may conduct random drug and alcohol testing in compliance with applicable laws.
- Confidentiality will be maintained throughout the testing and disciplinary process.

4. Support and Rehabilitation

- Employees struggling with substance misuse are encouraged to voluntarily seek assistance through available counseling and rehabilitation support programs.

TECHNOSPHERE INDIA PRIVATE LIMITED

Registered Address: Hinjewadi, Phase2, Pune, Maharashtra, India
CIN: CIN123456789

- TechnoSphere will make reasonable accommodations to support employees in recovery, balancing business needs and employee welfare.
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5. Violation and Consequences

- Violations of this Policy, including refusal to undergo testing or tampering with test results, will result in disciplinary action up to and including suspension, termination of employment, and legal referral as appropriate.
 - Repeat offenses or severe misconduct related to substance abuse may lead to immediate dismissal.
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6. Responsibilities

- Employees:** Comply with this Policy, report any suspected violation, and seek help if needed.
 - Supervisors/Managers:** Monitor employee behavior, address concerns promptly, and enforce compliance.
 - Human Resources:** Administer the Policy, manage testing procedures, provide support programs, and handle disciplinary actions.
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7. Testing Procedures

- Drug and alcohol testing may be carried out under the following circumstances:
 - Pre-employment screening
 - Random testing
 - Post-incident or accident testing
 - Reasonable suspicion based on observable behavior
 - Testing will be conducted by accredited laboratories maintaining confidentiality and integrity.
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8. Policy Review

This Policy shall be reviewed annually or as required by changes in laws or organizational needs and communicated to all employees.

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Approved by: Board of Directors**Effective Date:** Jan 2025**Review Date:** Jan 2025