**Date:**

**Drugs, Smoking and Alcohol**

**Objective**

The purpose of this policy is to ensure no illicit activity takes place at the company’s workplace and/or other places where employees may be working or representing AMP Fitness, LLP

**Scope**

This policy applies to:

* All employees of the Company, including full-time, contract employees and all persons performing work at the direction of, or on behalf of the Company
* All of the Company’s workplaces and other places where employees may be working or representing the Company for example when visiting a customer, client or supplier
* All work-related functions, for example, team lunches, conferences, office parties and client functions.

1. **Policy** 
   1. This policy outlines AMP Fitness, LLP’s commitment to a safe and healthy work environment in which all employees are treated fairly, with dignity and respect. The use of drugs and alcohol may affect an individual and his or her ability to perform work safely and efficiently, thus causing a risk to the health and safety of the individual and others at work. This policy lays out the principles of behaviour expected in relation to the use of drugs and alcohol, the responsibilities of the Company, employees and others at the workplace, and the results of breaching the policy.
2. **Responsibilities** 
   1. Responsibilities of an Individual
      1. Understand that AMP Fitness, LLP believes that healthy employees are the core strength of the organisation. Employees are expected to have and inculcate healthy habits, not consume alcohol with high frequency, not chain smoke, consume gutka, allied tobacco chewable products or indulge in addictive habits or behaviour.
      2. Encourage themselves and other employees for healthy habits and refrain from addictive behaviour.
      3. Not attend work, commence work, continue work or return to work if they have consumed alcohol and/or drugs.
      4. To not smoke, consume gutka, allied tobacco chewable products, and consume alcohol on company premises.
      5. To not ingest all forms of narcotics, depressants, stimulants, hallucinogens, or other drugs, including marijuana (with or without a medical marijuana card, patient registry number, and/or prescription) during work hours and or on office property with or without clients and or on client premises.
      6. To not smoke, consume gutka, allied tobacco chewable products, and consume alcohol on any AMP Fitness, LLP’s client premises.
      7. To not smoke, consume gutka, allied tobacco chewable products, and consume alcohol during working hours within company premises.
      8. Immediately notify the management if they are aware of any violation of this policy by their colleague. Subject to any disclosures required by law, all notifications received by management will be treated with confidentiality. Any failure to report any breach of this policy by another employee may itself constitute a breach of this policy.
      9. Not consume drugs and/or alcohol at the workplace;
      10. Not possess, distribute, sell or use illegal drugs or alcohol in the workplace. Such conduct constitutes serious misconduct. It will also constitute as a criminal offence, in which case the Company will notify the police or other appropriate government authority;
   2. Responsibilities of the Management
      1. Management is responsible for ensuring that this policy is implemented in their area/ business unit/ location/ department. This includes ensuring that:
      2. All employees are made aware of and thoroughly understand the importance of this policy
      3. The behaviour of employees is regularly observed to ensure that they strictly follow the policy
      4. Any concerns or issues are addressed proactively to ensure the health and safety of all employees
      5. Enough support is provided to employees where appropriate; and
      6. Any suspected neglect of this policy is acted on promptly and in accordance with this policy.
3. **Legal Drugs** 
   1. “Legal Drug” includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. Therefore, any employee who is taking any legal drug which might impair safety, performance, or any motor functions must advise his/her supervisor before reporting to work under such medication. If the Company determines that such does not use does not pose any safety or product quality risk, the employee will be permitted to work. A letter of certification from his/her physician must be provided upon request for the employee's personnel file.
4. **Guidelines** 
   1. If an employee or manager finds out that a colleague or a reportee has been consuming, selling or already is under the influence of alcohol or drugs at work, he or she should immediately report this to the HR or Business Unit or Branch Head.
   2. Ideally, the complaint should be lodged immediately or within a 7 day period from the date of the incident.
   3. All complaints/grievances about drugs or alcohol will be taken seriously, will be held in strict confidence and will be investigated promptly in an unbiased manner by the Head HR
   4. Any victimization of, or retaliation against, the complainant or any employee who gives proof regarding alcohol or drugs or bullying will be subjected to disciplinary action up to and including termination of employment.
   5. Discipline In case any such conduct leads to a specific offence under the Indian Penal Code or under any other law, the company will initiate appropriate legal action in accordance with the law by lodging a complaint with the concerned authority.
   6. If the outcome of the investigation by the Head HR shows that the employee was at work under the influence, consuming and/or selling alcohol or drug, the employee will be subjected to disciplinary action up to and including termination of the employee
   7. Refer to progressive disciplinary procedures and termination policy

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