

DIPTAB VENTURES PRIVATE LIMITED



Drug and Alcohol Prohibition Policy

***Note:** The Policy will be applied at the discretion of management. The management reserves that right to modify/change this Policy as deems fit. Any change in the guidelines narrated below would be communicated to all employees.*

1. Introduction, meaning and purpose –

- 1.1 Diptab Ventures Pvt Ltd (hereinafter referred to as the “Company” or “Lets Transport”) gives immense importance to the safety and wellbeing of its employees. In light of this, the Company wishes to introduce this ‘Drug and Alcohol Prohibition Policy’ (“Policy”).
- 1.2 The term drug includes any and all substance which cause a person to be in an inebriated state of mind and/or which affects a person’s normal way of action, conduct or thoughts and/or which causes a person to be unable to perform his work in a normal manner, which otherwise would be performed efficiently if not in an inebriated state of mind.
- 1.3 This Policy aims to set forth rules and standards of conduct which is applicable to all employees while on Company’s property.

2. Applicability and scope –

- 2.1 This Policy shall apply to all employees without any regard to rank, position or designation.
- 2.2 This Policy shall be applicable to full-time employees, part-time employees, consultants, and interns, if any.

3. Drug / Alcohol free Workplace and restrictions imposed –

- 3.1** Company is committed to providing a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of Lets Transport employees and to the security of the Company's equipment and facilities. As such, Lets Transport prohibits drug and alcohol use in the workplace.

4. Restrictions imposed and exceptions –

- 4.1** The Company is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can affect an employee's work performance, efficiency, safety, and health, and seriously impair Company's operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons. Therefore, the Company strictly prohibits,
- 4.1.1.** the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol or any illegal drugs, and,
 - 4.1.2.** being under the influence of, or impaired by alcohol or any illegal drugs while performing Company's business or being on or off the Company's premises.
- 4.2** This Policy does not prohibit employees from the lawful use and possession of prescribed medications. However, employees must consult with their doctors about the medications' effect on their ability to work safely and disclose any work restrictions to their supervisor.
- 4.3** The Company prohibits employees from taking prescribed drugs while working that adversely affect the ability to perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist.

5. Inspection and testing –

- 5.1** The Company reserves the right to inspect the workplace for drugs, alcohol or other contraband. Employees may be asked to cooperate in inspections of their personal belongings, work areas and property that might conceal a drug, alcohol or other contraband. Employees who refuse to cooperate in such inspections are subject to appropriate disciplinary action or termination.
- 5.2** If the Company has reasonable suspicion that an employee is working in an impaired condition or otherwise engaging in conduct that violates this Policy, the Company may ask the employee to

submit to a drug test. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

6. Off - Site Conduct & Crimes –

6.1 An employee's off-the-job or off-site involvement with drugs and alcohol may have an impact on the workplace, and therefore, Lets Transport reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off Company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within **five days**. Failure to comply will result in auto termination. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the Company.

7. Violations –

7.1 Violation of the terms of this Policy, rules and standards of conduct set forth herein will not be tolerated. The Company may bring the matter to the attention of appropriate law enforcement authorities.

7.2 Employees who test positive, or otherwise violate this Policy, will be subject to disciplinary action, suspension or up to and including termination. Depending on the circumstances, the employee's work history and legal requirements, the Company may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing, as well as a waiver of the right to contest any termination resulting from a subsequent positive test.

Approved by:

CEO