

Alcohol and Drug Free

1.0 Spirit and Objective of the Policy

The Amara Raja Group strongly believes Safety, health and Environment as one of its highest priority. It is well communicated that no one shall be under the influence of alcohol or drugs at work and that can seriously impair an individual's judgment and reactions leading to occurrence of accident and injuries.

The aim of this policy is to ensure the safety of all the employees (employees defined as per Standing Orders under Clause 3.0) by having clear rules in place regarding use and possession of alcohol and drugs. This policy is also to help those who have reported having a problem with alcohol or drug dependence

For the purpose of the policy, alcohol dependence is defined as:

- The habitual drinking of intoxicating alcohol whereby the ability to perform his/her duties is impaired or his/her attendance at work interfered with, or he/she endangers the safety of others.

2.0 Principles to be Followed:

- All employees will be treated consistently and fairly in line with this policy.
- This policy on alcohol and drugs will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs shall be advised by their superiors to overcome and guide them to rehabilitate.
- Employees who are habituated to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure guidance for treatment.
- All matters concerning alcohol and drugs brought to the notice shall be kept as confidential.
- This policy is designed to comply with relevant legislation such as the Health and safety at Work and the Misuse of Drugs

3.0 Applicability:

- This policy is applicable for Amara Raja Group.
- The Company's alcohol and drugs policy applies to all the employees and people working in Amara Raja
- If any contractor workers are found under the influence of alcohol or drugs he would be advised to cease from work through the contractor.

4.0 Rules:

- The Company's policy is that during working hours and at all times whilst on work premises Employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of the employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require.

- The company reserves the right to check any person within the premises of the factory with breathe analyzer when suspiciousness arises.
- When an employee is identified in the premises under the influence of alcohol intoxication, the company reserves the right to draw blood samples for alcohol intoxication analysis.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to disciplinary policy and Certified Standing orders. (Ref: sec: 18.12, 18.20 and 19.0)

5.0 Guidance and Advice:

- The Company will endeavour to ensure that advice and guidance are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek advice from the Company Medical Doctor.
- Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health Centre, it may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others. The Company may also allow additional time off (normally unpaid) for employee to obtain treatment or attend counselling and support groups.
- Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

6.0 Expected behavior and Cultural Impact

- The Policy aims at Alcohol and drug free environment at the workplace and a healthy and safe atmosphere.
- The Management is expected to resolve the grievances in any and also advice so that it does not get repeated again.

7.0 General Information:

- In case of any question that arises to the interpretation of the policy any clauses thereof or as to any rights or obligations arising from the policy, the decision of the President – Group CI, Quality & HSE and Group HR Head and shall be final and binding.

The Management reserves the right to withdraw, amend, alter or modify the policy at any point of time.