



DATE OF ISSUE:

23 - 03 - 2023

VALID TILL:

22 - 03 - 2025

PROPOSED BY:

HR Manager

Managing Director, HOEC

APPROVED BY:

ALL EMPLOYEES

DISTRIBUTION

ANTI-ALCOHOL / DRUGS POLICY

Introduction

HOEC is committed to provide a safe and productive work environment at all its workplaces. The Company is also concerned about the health and safety of its personnel and those working for it in varying capacities.

It is common knowledge that alcohol / drugs consumption is prejudicial to the health of one and all. Presence of a person under influence of alcohol / drugs at Company's workplaces has the potential for occurrence of avoidable accidents adversely affecting not only that person but also others at work and the Company's owned and operated assets. Moreover, in view of the hazardous nature of the operations of Oil and Gas industry of which the Company is part of. Being under the influence of alcohol / drugs also impairs one's ability to perform properly. The Company is also concerned about how its personnel and those working for it, when under the influence of alcohol/drugs, may behave in public places. Public nuisance is a criminal offence under Indian laws!

Scope

This policy applies to all of Company's personnel and all those working for it in various capacities, including the personnel/consultants/agents/representatives etc., of all its contractors, sub-contractors, vendors, while at any / all of the Company's workplaces. This policy applies to them while at public places as well.

Directives

Those in charge of each and every workplace of the Company should ensure that no one under the influence of alcohol / drugs enters the workplace. Such persons should be promptly sent back to their home / place of stay for that day. "No work No pay" principle applies to them for that day. Further, appropriate disciplinary/other action would be taken.

Those in charge of each and every workplace of the Company should ensure that no alcohol / drugs material enters the workplace. This is required to ensure that no one inside workplace consumes alcohol / drugs. Those in charge of each and every workplace shall be entitled to subject the suspects to relevant test in order to implement this policy effectively.

Those in charge of the Company's transport medium (be it a marine vessel, helicopter, bus, car etc.) concerned are also required to act on similar lines indicated above and promptly report the matter to the Company's personnel concerned.

Report

Managers of HR and HSE departments at the Corporate Office shall collect and analyze data on the compliance of this policy at all Company's workplaces every year and submit a detailed report to the Management.