



ALCOHOL AND DRUGS POLICY

IOT Malaysia has a commitment and responsibility to ensure the health, safety and welfare of employee's contractors and visitors. In order to meet this commitment and responsibility IOT Malaysia have adopted a zero tolerance to drugs and alcohol.

Drugs and alcohol impact on an individual's ability to effectively perform their duties diligently and in a safe, efficient manner. Working under the influence of drugs and alcohol increases the risk of injury to one's self and colleagues. Such behaviour is considered unacceptable and will constitute grounds for immediate dismissal from the company.

To protect the best interests of all employees, contractors, customers, the general public and company, IOT Malaysia reserves the right to test or request the immediate testing for drugs and alcohol among employees and contractors.

Employees and contractors cannot refuse to produce a drug and alcohol test if requested. Refusal to cooperate will result in the assumption that the employee in question is under the influence of drugs and/or alcohol.

Drug and alcohol testing can be requested:

- For cause, if it is believed an individual is under the influence of drugs or alcohol;
- At random.

It is mandatory that personnel taking prescribed medication inform their immediate Supervisor. This information is kept confidential.

IOT Malaysia is prepared to assist employees who have confirmed their addiction to alcohol or drugs by the implementation of an Employee Assistance Program. The company wishes to demonstrate its concern for the employee as an individual by assisting in supplying information as needed for rehabilitation.

Your adherence to this policy is essential.

Andy Elliott
Regional Manager – Middle East / Asia Pacific
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