

SolarGy Pte. Ltd.

Substance Abuse Policy and Monitoring Program

1. Purpose and Scope

Purpose: To ensure a safe, healthy, and productive workplace by preventing substance abuse among employees.

Scope: This policy applies to all employees, contractors, and visitors at all company locations and during all work-related activities.

2. Definitions

- **Substance Abuse:** The misuse of drugs or alcohol that negatively impacts an individual's work performance or behaviour.
- **Drugs:** Includes illegal drugs, prescription medications, and over-the-counter medications when used improperly.
- **Alcohol:** Any beverage containing alcohol, such as beer, wine, and spirits.

3. Prohibited Conduct

- The use, possession, distribution, or sale of illegal drugs or alcohol on company premises or during work hours.
- Reporting to work under the influence of drugs or alcohol.
- The misuse of prescription or over-the-counter medications that impair job performance or safety.

4. Employee Responsibilities

- Adhere to the substance abuse policy.
- Report any substance abuse issues to a supervisor or HR.
- Use medications responsibly and inform the supervisor if a prescription drug could affect performance.

5. Employer Responsibilities

- Provide a safe and healthy work environment.
- Educate employees on the dangers of substance abuse.
- Support employees seeking help for substance abuse problems.

6. Procedures for Policy Violations

Investigation: Conduct a fair and thorough investigation of any suspected violations.

Disciplinary Actions: Depending on the severity, actions may range from a warning to termination.

Support Programs: Offer access to Employee Assistance Programs (EAPs) for counselling and rehabilitation.

7. Confidentiality

- All reports and investigations of substance abuse will be handled confidentially.
- Information will only be shared on a need-to-know basis.

Monitoring Program

1. Pre-Employment Screening

- Implement drug testing as part of the pre-employment process.
- Clearly communicate this requirement to all job applicants.

2. Random Testing

- Conduct random drug and alcohol testing for all employees.
- Use a third-party service to ensure fairness and objectivity.

3. Reasonable Suspicion Testing

- Train supervisors to recognize signs of substance abuse.
- Require testing if an employee shows signs of impairment or if there is reasonable suspicion of substance abuse.

4. Post-Accident Testing

- Conduct drug and alcohol testing following any workplace accident or incident that may have been influenced by substance use.

5. Return-to-Duty and Follow-Up Testing

- Employees returning to work after a substance abuse issue must pass a return-to-duty test.
- Implement a follow-up testing program for a specified period to ensure continued compliance.

6. Employee Education and Training

- Provide regular training sessions on the dangers of substance abuse and the importance of compliance with the policy.
- Educate employees on how to seek help for substance abuse problems.

7. Employee Assistance Program (EAP)

- Offer an EAP to provide confidential counselling and support for employees dealing with substance abuse.
- Ensure employees are aware of the EAP and how to access it.

8. Documentation and Record-Keeping

- Maintain records of all drug and alcohol tests, including results, actions taken, and follow-up procedures.
- Ensure records are kept confidential and in compliance with privacy laws.

9. Review and Update

- Regularly review and update the substance abuse policy and monitoring program to ensure it remains effective and compliant with laws and regulations.
- Solicit feedback from employees and stakeholders to improve the program.

Implementation Steps

1. **Draft the Policy:** Develop a detailed written policy using the above outline.
2. **Legal Review:** Have the policy reviewed by legal counsel to ensure compliance with local, state, and federal laws.
3. **Communicate:** Clearly communicate the policy to all employees through meetings, emails, and training sessions.
4. **Training:** Train supervisors and employees on the policy and the signs of substance abuse.
5. **Launch:** Implement the monitoring program, including testing and EAP services.
6. **Monitor and Review:** Continuously monitor the effectiveness of the policy and adjust as necessary.