

# Drug and Alcohol Policy

## M/s M G Mohanty

Date:- 01.01.2024

### 1. Objective.

The objective of this policy is to establish cornerstone in our commitment to fostering a safe, healthy, and productive work environment. This policy has been carefully designed with your well-being in mind, aiming to create a workplace that prioritizes safety, supports personal health, and ensures the success of our collective endeavours.

The primary purpose of this policy is to safeguard the welfare of every individual within our organization. Our policy underscores our dedication to maintaining a workplace that is free from the negative impacts of substance misuse, ensuring a level playing field for all team members. Through this policy, we aspire to cultivate a culture of awareness, openness, and support. Together, we can create an environment where everyone feels secure, valued, and empowered to boom both personally and professionally.

### 2. Scope & Applicability.

All employees on the rolls of M/s M.G. Mohanty mines in the grades L01 to L18, Contractor agencies, visitors, Transport vehicle drivers and any per entering into the mines premises.

### 3. Understand Industry Specific Risks.

Drug and alcohol abuse in any industry can lead to impaired performance, accidents, increased absenteeism, decreased productivity, and compromised safety. It poses a threat to the well-being of individuals, disrupts workplace harmony, and may result in legal consequences for both employees and employers. Compliance with occupational health and safety regulations is crucial in the mining sector.

### 4. Compliance.

Drug and alcohol committee has been formulated and regular meeting shall be conducted to improve the area of observations. Discussions, observations and decisions shall be recorded in the minutes of meeting. The committee shall be constituted with one chairman and four members. The committee members shall conduct a meeting in a quarter and record the findings in minutes of meeting.

### 5. Education and Training.

Specialized educational programs shall be conducted to address the specific risks associated with drug and alcohol use in mining industry and training shall be provided for employees on the impact of substance abuse on safety, job performance, and overall well-being.

## **6. Testing Procedure.**

Alcohol test shall be done for every person who is entering into the mines premises through alcohol testing machine.

## **7. Consequence of Violation.**

Violations of this policy, such as consumption of illegal drugs, alcohol will result in disciplinary actions, up to and including termination.

## **8. Employee Assistance Programs (EAPs).**

Establish or enhance Employee Assistance Programs shall be provided to employees struggling with substance abuse issues. Confidentiality shall be maintained for the employees to seek help without fear of reprisal.

## **9. Communication Strategies.**

The implementation of the policy shall be communicated to the employees through official circular.

## **10. Reporting**

Employees are encouraged to report any suspected violations to their HOD, HR/Admin department, AGM/ DGM (Mines)

## **11. Confidentiality**

Confidentiality shall be maintained for those the persons caught in consumption of the drug and alcohol. It shall be ensured that personal information is handled discreetly and in compliance with privacy laws.

## **12. Documentation & Record Keeping.**

committee activities, training sessions, testing results, and any incidents related to drug and alcohol use shall be documented. Proper documentation is essential for legal compliance and continuous improvement.

**- sd -**

**Shri R. L Mohanty**  
Managing Partner

Dated: 01.01.2024