DRUG & ALCOHOL POLICY

Fit for work • Free from impairment • Safe for everyone

Document No.	MM/HSE/POL/006	**Effective Date**	24 October 2025
Revision	00	**Review Cycle**	Annual / as required

1. POLICY STATEMENT

Material Mart is committed to a safe, healthy and productive workplace. Employees, workers and contractors shall report for work fit for duty and shall not be impaired by alcohol, illegal drugs, misused medication or any other substance that may adversely affect judgment, coordination, alertness or safe work performance.

2. SCOPE

This policy applies to Material Mart employees, temporary personnel, workers, contractors and subcontractors while on duty, at company or client premises, while operating vehicles or equipment for work, and while representing Material Mart in work-related activities.

3. PROHIBITED CONDUCT

- Reporting for duty or remaining at work while impaired by alcohol or drugs.
- Consuming alcohol during working hours or at a worksite unless specifically authorized for a legitimate business event and no safety-sensitive work, driving or client restriction is involved.
- Possessing, using, distributing, selling or supplying illegal drugs or unauthorized controlled substances at the workplace, in company vehicles or during work activities.
- Misusing prescription or over-the-counter medication, or using another person's medication.
- Operating vehicles, machinery, power tools or performing safety-critical work when judgement, reaction time or coordination may be impaired.

4. PRESCRIPTION & OVER-THE-COUNTER MEDICATION

Personnel are not required to disclose private medical details. However, if medication or treatment may impair safe performance, the individual shall promptly inform the appropriate management/supervisory contact that a work restriction or adjustment may be required. Information shall be handled sensitively and confidentially to the extent practicable and permitted by law.

5. FITNESS-FOR-WORK RESPONSE

1. If a person appears unfit or impaired, they shall be removed from safety-sensitive duties and the situation escalated to the responsible supervisor/management representative.
2. The person shall not be permitted to drive or operate equipment. Safe transport or other appropriate arrangements shall be made where necessary.
3. Observations and actions shall be documented objectively and confidentially, without attempting to make a medical diagnosis.
4. Return to safety-sensitive work shall occur only when the person is fit to perform the assigned duties and any applicable company/client process has been completed.

6. TESTING & CLIENT REQUIREMENTS

Where alcohol or drug testing is required by applicable law, client/site rules, contract conditions or an authorized Material Mart process, it shall be conducted through an appropriate and lawful procedure with

due regard to consent, confidentiality, dignity and reliable testing practices. This policy does not create a universal testing requirement independent of applicable legal or contractual conditions.

7. INCIDENTS, SEARCHES & DISCIPLINARY ACTION

Suspected possession, distribution, impairment or policy breaches shall be addressed through the applicable company, contract and site procedures. Any search, testing or disciplinary action shall be carried out only where lawful and authorized. Serious or repeated breaches may result in removal from site, contractor action or disciplinary measures up to termination, subject to applicable requirements.

8. SUPPORT & EARLY REPORTING

Material Mart encourages personnel to seek assistance before a substance-related issue creates a safety risk. Where reasonably practicable, genuine requests for help will be handled discreetly and considered separately from misconduct, subject to safety, legal, contractual and operational requirements.

9. CONTRACTORS & VISITORS

Contractors are responsible for ensuring their personnel are fit for work and comply with this policy and client/site rules. Visitors who appear impaired may be denied access to operational areas or asked to leave the premises safely.

10. RESPONSIBILITIES & REVIEW

Management	Communicate expectations, handle concerns consistently and confidentially, and ensure lawful, fair processes.
Supervisors / Site Leads	Act promptly on observable fitness-for-work concerns, remove unsafe exposure and escalate through the appropriate process.
All Personnel	Report fit for duty, comply with this policy and report immediate safety concerns where impairment could endanger people or property.

This policy shall be reviewed annually and when legal, client or organizational requirements materially change.

FIT-FOR-WORK RULE: IMPAIRMENT AND SAFETY-CRITICAL WORK DO NOT MIX

Approved By	Dibyagyan Jena MATERIAL MART	**Designation**	Proprietor
Signature	_____ Proprietor	**Date**	24 October 2025