



## **SEWON VERTEX HEAVY INDUSTRY**

### **DRUGS AND ALCOHOL POLICY**

#### **Objective**

The objective of this Policy is for the company to enforce prevention of use / abuse / misuse of alcohol and drugs by the employees in any way which impairs their ability to perform their duties. Use and misuse of alcohol or drugs can and does impair the ability of an employee to perform his / her duties and may endanger the employee, his / her co-workers, and the public as well as property.

#### **Scope**

1. Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment, and this will be an option as long as the employee cooperates.
2. The manufacture, distribution, dispensing, possession, sale, purchase or use of a controlled substance on company property is prohibited.
3. Being under the influence of alcohol or illegal drugs on company premises and property is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on company premises or property is also prohibited.
4. Employees who violate this Policy are subject to disciplinary action, including termination.
5. The Policy applies to all employees of the company regardless of rank or position, and also includes the temporary and part-time employees.

#### **Testing**

Testing is generally defined as a urine, blood, or breath test to determine chemical or drug content in an employee. Testing can occur in the following instances: -

1. Use of a substance is affecting performance; or,
2. The employee is engaged in any of the prohibited acts or activities listed in this policy.



## **General Policy Provisions**

Any of the following actions constitutes a violation of the Policy, and may subject an employee to disciplinary action including immediate termination:

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, on premises, in owned, leased or rented vehicles, or on business.
  
- Working or reporting to work, conducting company business or being on premises or in a company-owned, leased, or rented vehicle while under the influence of an illegal drug, alcohol or in an impaired condition.

## **Search**

Search procedures, conducted under reasonable cause, such as inspections of employee's personal property including briefcases, lunch boxes, or tool boxes, will be maintained as part of company's security measures. All employees will be expected to cooperate as a condition of continued employment with special drug / alcohol searches of personal vehicles on company property, purses, clothing, briefcases, or other employee personal property when there is reasonable suspicion to believe that an employee may be in possession of drugs or alcohol. Searches on company premises and company property can be conducted at any time.

## **Preventive Acts**

Employees taking drugs prescribed by an attending physician must advise their direct supervisor in writing of the possible effects of such medication regarding their job performance and physical / mental capabilities. This written information must be kept confidential and communicated to the direct supervisor prior to the employee commencing work. All medical information will be kept confidential and the employer, without exception, will punish any breach of privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.



## **Corrective Act**

Although employees will not be subjected to random fitness for duty examinations as a result of the Policy, any employee involved in a work related accident may be subject to urine and breathe testing.

## **Coordination with Law Enforcement Agencies**

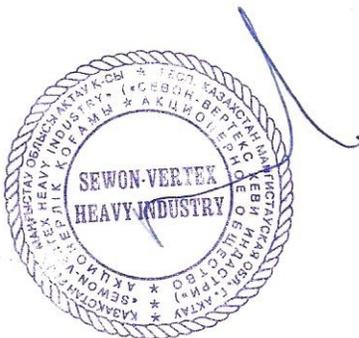
The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The company will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. Searches will only be conducted of individuals based on reasonable cause and only of their vehicles, lockers, desks, or closets when based on reasonable suspicion. The company will cooperate fully in the prosecution and / or conviction of any violation of the law.

## **Reservation of Rights**

The company reserves the right to interpret, change, suspend, cancel or dispute, with or without notice, all or any part of this Policy, or procedures or benefits discussed herein. Employees will be notified before implementation of any change.

## **Other Laws and Regulations**

The provisions of this Policy shall apply in addition to, and shall be subordinated to any requirements imposed by applicable Kazakhstan regulations or judicial decisions. Unenforceable provisions of this policy shall be deemed to be deleted.



**Chief Operating Officer**

**January 2011**