



**Plantation**

# **DRUG & ALCOHOL POLICY**

## **SDP Group Drug and Alcohol Policy**

Sime Darby Plantation Group (SDP) recognizes that use of drugs or illegal substances and inappropriate use of alcohol can adversely impact the safety, health and well-being of employees, contractors, visitors and potentially the communities in which it operates.

SDP is committed to provide a safe and healthy working environment and ensure all stakeholders have a clear understanding about the rules regarding the use and possession of drugs, illegal substances and alcohol in the workplace as use of alcohol or illegal drugs, or misuse of legal drugs or other substances, will reduce your ability to do your job safely.

The intent of this policy is to send a clear message that the use of drugs, or illegal substances and inappropriate use of alcohol are totally unacceptable.

This policy applies to all SDP's employees, contractors and visitors.

Principles:

- All stakeholders will be treated fairly through this policy;
- All matters concerning drugs or illegal substances and inappropriate use of alcohol shall be treated as confidential;
- SDP strictly prohibits the use and possession of drugs or illegal substances and inappropriate use of alcohol in the workplace; and
- This policy excludes the usage of legally prescribed medications, but the person should notify his/her supervisor if the prescribed medication would affect his/her ability to perform his/her duty.



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For the purpose of this policy, the following are strictly prohibited:

- The use and possession of drugs or illegal substances in SDP's premises, worksites or vehicles or in the course of doing business with SDP;
- The inappropriate use of alcohol in SDP's premises, worksites or vehicles or in the course of doing business with SDP Group;
- Solicit, sell, distribute, transport or supply of drugs or illegal substances and alcohol in the workplace; and/or
- Engage in work while not fit for duty due to any of the above.

## **Policy Compliance:**

Breaching of this policy shall be considered as a serious misconduct. Disciplinary action will be taken including and up to termination of employment.

When there is a conflict between the provisions of this policy and regulatory and legislative provisions, the stricter provisions shall apply.

## **The Company Shall:**

- Implement this policy and ensure it is communicated to all stakeholders; and
- Conduct random test on our employees and where there is reason to believe non-conformance with this policy; and/or
- Request results from contractors of random tests conducted on their employees and where there is reason to believe non-conformance with this policy.

SDP would take all reasonable actions (including but not limited to disciplinary action for employees and termination of contract for contractors) with regard to the use of drugs or illegal substances and inappropriate use of alcohol that could adversely impact safety, health and well-being environment at the workplace.

**Mohamad Helmy Othman Basha**

Group Managing Director

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