



GATEWAY
Delivering Business Solutions

GATEWAY GROUP OF COMPANIES

ALCOHOL & DRUGS POLICY

PURPOSE

This policy defines the Gateway Group of Companies position to prevent the challenges caused by alcohol and drugs in the workplace, thereby providing our employees with a safe workplace environment.

PROHIBITED ACTIVITIES

The use, possession, and transportation of sale of, narcotics, illegal drugs or drug paraphernalia by any employee while on duty, while on company premises or in any company vehicle, in any personal vehicle on company business, or while on any job site of a customer, is prohibited. The only exception shall be for properly used prescription medication prescribed by a licensed physician for use solely by the person the medication is prescribed to.

The use, possession, and transportation of sale of alcohol or intoxicating beverages while on company premises or in any company vehicle, in any personal vehicle on company business, or on any job site of a customer, is prohibited.

DISCIPLINARY ACTION

Gateway Group of Companies can exercises testing of suspicious employees on set parameters of being under the influence of alcohol/drugs. Any employees determined by the company to have engaged in any of the prohibited activities set forth in this policy, shall be subjected to disciplinary action including immediate termination from employment for cause.

.....
RISHINSA BIN YUSOFF
MANAGING DIRECTOR
Date : 23rd November 2008