

	BHARAT BALANCING WEIGHTSS & CO			HSE MANGEMENT SYSTEM MANUAL	
	APPROVED BY	DOCUMENT NO	ISSUE NO	ISSUE DATE	REVISION NO.
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DRUGS, ALCOHOL AND SMOKING POLICY

To establish measures to prevent drugs and/or alcohol abuse **Bharat Balancing Weightss & Co** will;

DRUGS AND ALCOHOL POLICY

The abuse of alcohol and drugs can impair performance at work, and can be a serious threat to Health, Safety, Environment and the reputation of the Company.

- Make staff aware of the detrimental effects of drugs and alcohol on personal and team performance.
- Forbid the possession of drugs (except those prescribed by a doctor) on company premises
- Forbid the use and possession of alcohol/drugs in the workplace or in company owned property
- Monitor staff for visible impairment in the workplace and establish appropriate response measures
- When investigating incidents, consider the potential link between the incident and drugs/alcohol

These measures relate to the workplace and to company related activities only.

Whilst it is recognised that the employees' private life is and must remain their own, BBW management trust that the code of conduct applied in the workplace is reflected in the non-work environment.

SMOKING POLICY

As per **BBW** Smoking Policy, smoking is prohibited in all areas under the BBW controlled entities. This includes BBW offices, buildings, production area, stores, plants and vehicles etc with the exception of designated smoking areas as hereinafter described.

Smoking is only allowed in designated smoking areas. No one may smoke along any pathway or walkway leading to or from the designated smoking area. No visible evidence of smoking habit such as empty packets or cigarette ends shall be left in these areas at the surrounding of the company premises.

Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for BBW

Failure to comply with above will lead to Company HSE disciplinary action or removal from site. Employees who wish to smoke may do so in their own time during tea or lunch breaks at designated smoking areas only



Managing Director

10.04.2023