



SUBSTANCE ABUSE POLICY

At BOTIL, our objective is to create and maintain an operating environment free of substance abuse. We believe that substance abuse increases the potential for accidents, absenteeism, sub-standard performance and poor employee morale and health, as also damage to company's reputation. The company has zero tolerance for violations of this Policy and the employment of even first time offenders will be terminated in accordance with relevant law.

To enforce this Policy, BOTIL will

- implement a substance abuse testing program that subjects all suspect employees to random drug and alcohol screening;
- require pre-employment drug testing of job applicants, drug and alcohol testing of employees for reasonable suspicion/cause, post-accident situations, rehabilitation follow-up, and to verify return-to-duty eligibility post-rehabilitation;
- ensure that all employees are aware that this Policy covers improper use of prescription medications, as well as abuse of alcohol, illegal drugs and other substances that may alter an individual's mood, perception, coordination, response, performance or judgment;
- provide relevant training to raise employee awareness of substance abuse issues and the consequences of violation of this Policy;
- provide employees, who voluntarily disclose their substance abuse problems, with opportunities for rehabilitation, where adequate facilities are available and it is feasible to do so;
- offer internal or external resources, where available, to answer employees' questions regarding the potential work-related impact of over-the-counter or prescription medications; and
- communicate our commitment to this Policy to our employees, contractors, visitors and engage their support for creating and maintaining an environment that is free of substance abuse.

We affirm our commitment to successful implementation of this Substance Abuse Policy to help ensure a continued, safe, healthy and productive work environment.

Raksha Khushalani
Managing Director

Original issued on Oct 01, 2009
Revised on May 22, 2017

Corporate Office :

Mohta Bldg., 4th Floor
4 Bhikaji Cama Place
New Delhi 110 066
T : +91-11-26196442/43
F : +91-11-26196664
E : botil@vsnl.com

Works :

Bhora Kalan, Bilaspur - Pataudi Road
Off NH-8, MS-60
Dist : Gurgaon, Haryana - 122 413
T : +91-124-2866300 (30 Lines)
F : +91-124-2279382
E : botil@botilindia.com
W : www.botilindia.com

