

## DRUGS & ALCOHOL POLICY

The Management and Staff of **JK SCHELKIS GROUP** is committed to implement the **Drugs and Alcohol Policy** in order to strive towards a safe and health working environment at all times.

- It is **JK SCHELKIS GROUP's** policy to employ those individuals who do not use illegal drugs or abuse alcohol or abuse prescription drugs, on or off the job. This policy affects all employees during the time of employment with the company.
- All individuals working at **JK SCHELKIS GROUP** are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- **JK SCHELKIS GROUP** has zero tolerance for employees who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.
- The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property/premises.
- The company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on Company property/premises. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment. Management will also duly notify the relevant government authorities.
- The company reserve the right to perform a random test on the employees when it's deemed necessary.
- The Company has clear accountability mechanisms in place to monitor and report on compliance with these directives.
- Anyone who violates this policy is subject to disciplinary action, up to and including termination of employment.

**Victor Nirmalan**  
**Managing Director**

***Date 19<sup>th</sup> Aug 2025***