

## **POLICY STATEMENT**

The purpose of this policy is to ensure the safety of PNE employees and to have a safe working environment by preventing accidents or other dangerous incidents that may result from drug or alcohol use.

## **POLICY SCOPE**

The scope of this policy covers:

1. All employees of PNE ELECTRIC.
2. All alcoholic drinks and drugs
3. Within PNE premises
4. Within PNE hostels
5. The contracted security company employees
6. The canteen contractor and his/her employees
7. All visitors and contractors visiting PNE
8. All applicants for employment

## **DESCRIPTION**

1. Drugs includes those stated below. Drugs are illegal in Malaysia and is strictly prohibited.
  - 1.1 Cannabis
  - 1.2 Opioids
  - 1.3 Cocaine
  - 1.4 Amphetamines
  - 1.5 Hallucinogens
  - 1.6 Any other illegal addictive drugs
2. Medicinal drugs  
Employee taking a prescription drug must have a statement from the doctor or the pharmacist that the drug will not impair the employee's work performance.

## **DETAILED POLICY**

1. The possession, sale or distribution of alcohol and drugs is strictly prohibited at any time within PNE premises and the PNE hostel.
2. Employees are prohibited from reporting to work under the influence of alcohol or drugs. If found to be under the influence of alcohol or drugs, they will no longer be considered eligible for employment.
3. PNE can request for employees to go for drug testing. Employees **MUST TEST NEGATIVE**. Any employee who is tested positive will no longer be considered eligible for employment.
4. PNE reserves the right to inspect and search employees, at random, unannounced times, entering or leaving PNE and while at work, their clothing and their belongings.

## **DISCIPLINE**

1. Employees found in violation of this policy will no longer be considered eligible for employment.
2. Any employee who refuse to submit to the drug testing will no longer be considered eligible for employment.
3. PNE will cooperate fully with public authorities in the prosecution of anyone found in possession, distribution or selling of illegal drugs.