	SANSU AQUATEK INDIA PVT LTD. (AN ISO 9001:2015 CERTIFIED COMPANY)	Document No.	: SAIPL/POL/006
		Issue Date	: October 2019
		Revision No.	:
Document Name	: **NO TOBACCO & ALCOHOL AT WORKPLACE POLICY**	Revision Date	:

❖ PURPOSE:

This policy establishes a tobacco-free and alcohol-free workplace to protect employee health, ensure safety, and comply with laws and occupational health standards. It prohibits all tobacco use (smoking, chewing, vaping) and alcohol consumption to prevent impairments, second-hand exposure, and productivity losses.

❖ SCOPE:

Applies to all employees, contractors, visitors, and vendors on company premises, including offices, plants, vehicles, and during work hours or events. Covers possession, use, sale, or being under the influence of tobacco products, alcohol, or related substances.

❖ DEFINITIONS:

- Tobacco Products**: Cigarettes, bidis, cigars, hookahs, e-cigarettes, smokeless tobacco (Gutkha, Paan), and Nicotine Devices.**
- Alcohol**: Any beverage or substance containing ethanol, including being impaired.**
- Premises**: All company-owned/leased offices, guest houses, sites, equipment, and work-related travel.**

❖ PROHIBITIONS:

No smoking, chewing, or vaping tobacco anywhere on premises—no designated areas permitted.

No possession, consumption, distribution, or sale of alcohol or being under its influence during work.

Reporting to work impaired or using substances that affect performance is banned.

❖ ROLES & RESPONSIBILITIES:

- Management**: Provide training, signage, cessation resources, and testing facilities.**
- Supervisors**: Enforce policy, investigate reports, and initiate actions.**
- Employees**: Comply fully, report violations anonymously, and seek help for dependency.**
- Visitors/Contractors**: Sign acknowledgment; non-compliance leads to removal.**

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❖ **ENFORCEMENT AND DISCIPLINARY ACTION:**

Violations trigger progressive discipline: verbal warning, written reprimand, suspension, or termination. Testing (breathalyzer, urine) may occur post-incident or suspicion, with positive results confirming breach. Policy distributed via onboarding, posters, and annual reviews.

❖ **SUPPORT:**

Free cessation programs, counseling, and resources available through HR.

❖ **POLICY REVIEW AND AMENDMENTS:**

This policy will be reviewed annually or as required based on operational, regulatory, or client-specific changes. Any updates will be communicated to all employees and must be followed without exception.