



Prevention and Eradication of Drug, Alcohol and Substance Abuse (PEDAS) Policy

Hextar Group of Companies (“Hextar” or “the Company”) is committed to providing a safe and healthy work environment that is consistent with promoting and fostering employees’ safety, health and well-being.

Hextar views seriously the case of employees (or contractors on site) using illegal drugs or indulging in alcohol and other substance abuse at the workplace. Appropriate action will be instituted against anyone who presents himself at work under influence of illegal substances or possesses, distributes or sells illegal drug at the workplace.

The Policy is designed to ensure that we fulfill our obligations to our employees, shareholders, customers, the public and the relevant statutory authorities. The intent of this policy is to offer a helping hand to those who need it while sending a clear message that illegal drugs use, alcohol and substance abuse are totally unacceptable.

To fully comply with all statutory requirements and Safety and Health standards, the policy stipulates that it is a violation for any employee to:

- Possess, sell, trade or offer for sales illegal drugs or otherwise engage in the use of illegal drugs or alcohol or other substance abuse while at work.
- Report to work under the influence of illegal drugs or alcohol.
- Use prescription drugs illegally at the work place – where there are any doubts, the employee must seek clarification with the supervisor.

Anyone violating the policy will be subject to strict disciplinary action in line with the company policy, including dismissal. The company reserves the right to search employee’s personal belongings and to conduct “random test” and “test for cause” on anyone when there is reason to believe non-conformance with the above policy.

Where there is reason to believe that an employee has an alcohol, drug or other substance abuse problem, the supervisor should offer personal advice, counsel the employee; encourage him/her to seek professional help and advise the concerned employee about available resources for getting such help.

The implementation of this policy will be a prime consideration in the management of occupational safety and health related activities in the Group.

Hextar would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated.

3rd December 2021