



# **KLCC Parking Management Sdn. Bhd. PREVENTION AND ERADICATION OF DRUG, ALCOHOL AND SUBSTANCE ABUSE AT THE WORKPLACE POLICY**

KLCC Parking Management Sdn. Bhd. is committed to provide a safe work environment and to foster the well-being and health of its employee. That commitment is jeopardized when any KLCC Parking Management's employee uses illegal drugs or abuse the usages of alcohol and other legal substances on the job, comes to work with illegal substances present in his body, or possesses, distributes, or sells illegal drugs in the workplace. We have established the following policy with regards to drug, alcohol and substances abuse to ensure that we can meet our obligations to our employee, shareholders, customers and the public.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and healthy working environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal drug use, alcohol and substance abuse are incompatible with working in the company.

1. It is a violation of our policy for any employee to possesses, sell, trade or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol and abuse other substance while at work.
2. It is a violation of our policy for anyone to report to work under the influence of illegal drugs or alcohol.
3. It is violation of our policy for anyone to use prescription drugs illegally. (It is not a violation of our policy for an employee to use legally prescribed medications, but the employee shall notify his supervisor if the prescribed medication would affect his ability to perform his duty).
4. Violations of this policy are subject to disciplinary action ranging from a letter of reprimand, to suspension from work without pay, up to and including dismissal.

It is the responsibility of our supervisors to counsel employee whenever they see changes in performance or behaviours that suggest that an employee have an alcohol, drug or other substance abuse problem. Although it is not the supervisor's job to diagnose the employee's problem, the supervisor shall encourage such an employee to seek help and tell him about available resources for getting help. Because all employees are expected to be concerned in working in a safe and healthy environment, they also shall encourage his fellow employee who may have drug, alcohol and substance abuse problem to seek help.

A handwritten signature in black ink, appearing to read 'A. Yeop'.

**Mohd Akmam Yeop**

Director

KLCC Parking Management Sdn. Bhd.

15 June 2023