



S.J. Abed & Al Sulaimi Catering Group SAOC  
"We Cater to Your Needs"

## Drug And Alcohol Policy

Rev01-10.03.2025

SJA-POL-08

### DRUG AND ALCOHOL POLICY

Our Company has adopted a drug and alcohol policy that prohibits possessing drugs or controlled substances and forbids the consumption of alcohol at work, at offices or interior work locations.

- No individual shall be allowed to work while under the influence of drugs, alcohol or any controlled substances
- No individual shall bring to work, to site, to interior work location or have in his/her possession for sale drugs, alcohol or any controlled substances
- Searches for drugs and alcohol may be conducted where the Company has reasonable grounds to believe these substances have been brought onto its premises or the premises of its clients. Failure to cooperate will be regarded as an act of serious misconduct
- Our Company will ensure that all employees are aware of this policy, in addition should an employee disregard the Laws of the country, he/she will be subject to investigation and prosecution by the concerned authorities owing to the use or sale of illegal and unauthorized substances such as drugs and alcohol. Thereafter he/she will also be subject to summary dismissal, even in the case of first violation
- Compliance with this policy is a condition of employment
- Our Company recognizes drug or alcohol dependency as a treatable condition and will encourage employees who believe and admit they have a dependency to seek medical advice. In addition, should an employee apply in confidence to his/her manager that he/she requires help in overcoming this dependency, the Company shall:
  - Offer counseling to employees and seek advice from medical centers on their behalf
  - Aid those employees who self-disclose they have a dependency problem or addiction to either drugs or alcohol. However, should the dependency be discovered because of disciplinary situation, the individual would be subject to normal disciplinary procedures.

Joseph J. Abed  
Director



Date: 10-03-2025