

# Smoking, Alcohol And Drug Abuse Policy

**TotalEnergies Marketing India Private Limited (TEMIPL) accords highest priority for the Health & Well-being of its Employees & Contractors and regulates consumption of mind-altering substances at all its Sites and Offices.**

To achieve this, it is mandated that :

1. Smoking is forbidden inside our premises other than designated places (Offices, Industrial sites, Warehouses, COCO & CODO sites) as well as inside any vehicle transporting people or cargo contracted or controlled by the company.
2. The use, possession, distribution or sale of alcoholic drinks, illicit drugs, or controlled drugs, without suitable prescription is strictly prohibited.
3. All persons are prohibited to enter Company's premises under the influence of alcohol or illicit drugs.
4. We may at any time and without prior notification :
  - Carry out drug & alcohol inspections within our premises.
  - Require that its employees as well as contractors undergo breath sample test & medical examination of alcohol or drugs, especially when there is reason to suspect the use of such substances.
  - 100% of breath analyzer check is done on all goods transport drivers and contracted staff engaged in high risk activities.
5. If tested positive, the dignity and privacy of the person will be protected.
6. A positive result of the test or refusal to undergo a drug or alcohol test may result in a number of measures, including (but not limited to) :
  - Communication to the direct hierarchy.
  - Transfer the case to company directed medical Centre/Hospital for further investigation; and
  - Suitable disciplinary measures as per HR Employee Handbook.
  - Contracted staff will be sent outside the premises.

Service providers, Transporters, and suppliers are also covered by this policy and are contractually obliged to communicate it to their employees and including consequences of failure to comply.

TEMIPL adopts this position to ensure its compliance to corporate policy of Health, Safety, Environment, and that these conditions contribute to a more positive and healthy attitude.

**Olivier SABRIE**  
Chairman & Managing Director  
**TOTALENERGIES MARKETING INDIA PRIVATE LIMITED**



**TotalEnergies**

3<sup>rd</sup> December 2021