



ALCOHOL & DRUG POLICY

1. POLICY STATEMENT

DriveXcel Limited is committed to maintaining a **safe, healthy, and productive working environment**. Driving under the influence of alcohol or drugs poses a serious risk to lives, client assets, and the reputation of the Company.

Accordingly, DriveXcel adopts a **zero-tolerance approach to alcohol and drug impairment while on duty**.

2. PURPOSE

This Policy sets out:

- Clear rules regarding alcohol and drug use
- Testing requirements
- Consequences of non-compliance

3. SCOPE

This Policy applies to all **full-time and contract drivers** engaged by DriveXcel Limited and covers:

- All driving and work-related duties
- All client assignments

4. PROHIBITED CONDUCT

Drivers shall not:

- Report for duty under the influence of alcohol or drugs
- Consume alcohol or illegal drugs during working hours
- Possess alcohol or illegal drugs while on duty or in company/client vehicles

5. PRESCRIBED MEDICATION

5.1 Drivers using prescribed medication that may impair driving must:

- Declare such medication to DriveXcel management
- Provide medical advice where required

5.2 Management may:

- Temporarily remove the driver from driving duties
- Assign alternative duties where feasible

Failure to declare impairing medication is misconduct.

6. TESTING

6.1 Drivers shall undergo:

- **Pre-employment medical and drug testing**
- **Random testing**
- **Post-incident or for-cause testing**

6.2 Refusal to submit to testing shall be treated as a **positive result**.

7. CONSEQUENCES OF BREACH

- Positive test results or confirmed impairment may lead to:
 - Immediate suspension
 - Termination of employment or contract
- Serious cases may be reported to relevant authorities

8. CONFIDENTIALITY

Test results and medical information shall be handled confidentially and in accordance with applicable laws.

9. RELATIONSHIP WITH OTHER POLICIES

This Policy shall be read together with:

- Driver Employment Contract
- Driver Code of Conduct
- Fatigue Management Policy
- Disciplinary & Consequence Management Framework

10. POLICY REVIEW

This Policy shall be reviewed periodically or following incidents.