



Drug and Alcohol Policy

Purpose

Our work involves heavy loads, cutting equipment, mobile plant and driving. A worker impaired by drugs or alcohol puts themselves and everyone around them at risk. This policy sets out the standard Myscrap requires.

Scope

This policy applies to all Myscrap employees, subcontractors and drivers engaged by Myscrap, on client sites, at our premises and while driving for company business.

Our commitments

1. **Zero tolerance on site.** No one may possess, use, sell or be under the influence of alcohol or illegal drugs on a client site, in company vehicles or while on duty.
2. **Fit for work.** Every worker must report for duty fit to work safely. A supervisor who believes a worker is impaired will remove them from the work immediately.
3. **Prescribed medication.** Workers taking medication that may affect alertness or coordination must tell their supervisor before starting work, so that duties can be adjusted. The details are kept confidential.
4. **Testing.** Where a client requires drug and alcohol testing, Myscrap workers on that site will comply with the client programme, including pre-entry, random and post-incident testing.
5. **Refusal is a failure.** Refusing a required test, or tampering with a sample, is treated the same as a positive result.
6. **Seeking help.** A worker who asks for help with a drug or alcohol problem before any incident or test will be treated fairly and supported, provided they do not work while impaired.

Consequences

A worker who breaches this policy is removed from site immediately and faces disciplinary action, which may include dismissal or termination of contract. Possession or sale of illegal drugs is reported to the authorities. The client is informed of any breach on its site.

Responsibilities

The Managing Director is accountable for this policy. Supervisors check fitness for work at the start of every shift and act on any concern. Every worker is responsible for arriving fit for work and for reporting a colleague who appears impaired.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date