



POLICY MEMORANDUM NO: HOEC / AA -AD / 23

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01 - 12 - 2026

PROPOSED BY:

HR Manager

APPROVED BY:



Managing Director, HOEC

DISTRIBUTION

ALL EMPLOYEES

ANTI-ALCOHOL / DRUGS POLICY

Purpose: Hindustan Oil Exploration Company Limited is committed to provide a safe and productive work environment at all its workplaces. The Company is also concerned about the health and safety of its personnel and those working for it in varying capacities. This policy outlines our stance on the use of alcohol and drugs in the workplace and aims to ensure the safety and well-being of all employees and visitors.

Scope: This policy applies to all of Company's personnel and all those working for it in various capacities, including the personnel/consultants/agents/representatives etc., of all its contractors, sub-contractors, vendors, while at any / all of the Company's workplaces including company transport medium such as marine vessel, Helicopter, Car etc.

Prohibited Substance: The use, possession, sale, or distribution of alcohol, illegal drugs, or unauthorized prescription drugs is strictly prohibited on company premises, during work hours, or while engaged in company-related activities off-site.

Testing: HOEC reserves the right to conduct alcohol and drug testing under the following circumstances:

- **Random Testing:** Company personnel may be subject to unannounced drug and alcohol testing periodically.
- **Reasonable Suspicion:** If there is reasonable suspicion that an personnel is under the influence of drugs or alcohol while on duty.
- **Post-Incident:** After accidents or incidents where substance use is suspected to be a contributing factor.

Directives: Those in charge of each and every workplace of the Company should ensure that no one under the influence of alcohol / drugs enters the workplace. Such persons should be promptly sent back to their home / place of stay for that day. "No work No pay" principle applies to them for that day. Further, appropriate disciplinary/other action would be taken.

Those in charge of each and every workplace of the Company should ensure that no alcohol / drugs material enters the workplace. This is required to ensure that no one inside workplace consumes alcohol / drugs. Those in charge of each and every workplace shall be entitled to subject the suspects to relevant test in order to implement this policy effectively.

Consequences: Violation of this policy will result in disciplinary action, which may include termination of employment. Any personnel found to be under the influence of alcohol or drugs during working hours will be sent home immediately and may face further disciplinary action, up to and including termination.

Hindustan Oil Exploration Company Limited is committed to maintaining a safe and drug-free workplace.