

TERMS

Drug and alcohol abuse contributes to the loss of billions of cash, loss of productivity and thousands of work place injuries every year.

This policy of ITIHADI INFRA... is to employ a work force free from alcohol abuse or the use of illegal drugs as per the prevalent Saudi Labor Law. Therefore, the Company sets the following rules and guidelines for the benefit of the Company and its valued employees:

- ITIHADI INFRA... takes drug and alcohol abuse as a serious matter and will not tolerate it. The company absolutely prohibits the use of alcohol or non-prescribed drugs at the work place or while on company premises.
- It also discourages non-work place drug and alcohol abuse.
- The use, sale or possession of alcohol or drugs while on the job or on ITIHADI INFRA... property will result in disciplinary action, up to and including termination, and may have legal consequences. Any employee being notified with valid reasons to have been under the influence of alcohol, sale or possession of alcohol or harmful drugs, will be issued with a 1st warning. In case the practice is repeated, a 2nd and final notice will be issued where upon ITIHADI INFRA... will take steps to prepare documentation for repatriation of employee from the Kingdom without any further notice.
- Employee/s arrested by the Saudi police for use, sale or possession alcohol or drugs on the job, on ITIHADI INFRA... property or anywhere in the Kingdom will have to bear the consequences on a personal basis. ITIHADI INFRA... will at no time produce itself for rescuing or protecting the specific employee. Action taken by the Police against the employee/s will solely have to be borne by oneself.
- Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful and safe work environment. In case an employee is provided with an over-the-counter medication by a recognized physician or surgeon, the employee is requested not to report to the work place. Instead, the employee will inform the immediate supervisor or Admin Department regarding the medication, for obtaining leave. The employee could dispatch a copy of the medical certificate obtained from the physician or surgeon to the Admin Department at the earliest and produce the original on arrival at workplace.
- ITIHADI INFRA... reserves the right to demand a drug or alcohol test of any employee based upon reasonable suspicion. Failure to take a requested test will lead to discipline, including possible termination without prior notice to the employee.
- Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made immediately after the conviction.

ITIHAD I SAUDI INFRASTRUCTURE CO. LIMITED			ADMIN/POLICY-13 DEC. 2009
	CEO	VC	