

# Policy: Alcohol Prohibited

PL No. – 83

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Applicability – All Employees on Company and Contractor Roll

Total Number of Pages – 1

All employees are informed that bringing liquor inside the factory premises is strictly prohibited.

Any employee found entering the premises with liquor or creating any kind of disturbance after consuming alcohol outside then they will be fined as detailed below.

- 1- On being caught for the first time, compensation of Rs. 2,100/- and confiscation and destruction of liquor.
- 2- On being caught for the second time, a fine of Rs. 5,100/- and confiscation and destruction of liquor.
- 3- On being caught for the third time, a fine of Rs. 11,000/- and confiscation and destruction of liquor.

## **Points to be noted:**

- 1- If that employee is on the payroll of the company, then in the first instance he will be dismissed from the job with immediate effect.
- 2- If that employee is on the payroll of the contractor, then the damages will be applicable to the contractor, as well as if found 3 times, the services of the contractor will be terminated, and any loss caused in the factory will be compensated from the amount of the contractor's upcoming bill.

## **Instructions for Security Personnel:**

- 1- If you find any person entering the factory with liquor, you will confiscate that liquor.
- 2- If he is on the payroll of the company, then you will take the photo of that person, note down his name and his employee number and inform it to your senior appointed by the company.
- 3- If he is on the payroll of the contractor, then you will take the photo of that person, and note the name of his contractor and inform it to your senior appointed by the company.
- 4- If any person opposes taking photo, then you will inform and call your senior officer by stopping that person outside the factory gate.
- 5- If you cannot contact your senior officer, then you will inform the HR head.

*Ok Approved*

Written By  
Head – HR



*Ok Approved*

Approved By  
Management