



REGULATION
SUBSTANCE ABUSE



Beyond inspection

REVISION LOG / HISTORY

Revision	Prepared by	Date	Change Description
1.0	Louise Jiang	2022/02/18	New Release
1.1	Louise Jiang	2022/03/04	In case the terms of this regulation conflict with the local laws and/or employment contract/consultant contract, the local laws and/or employment contract/consultant contract shall prevail.
1.2	Louise Jiang	2022/03/18	Document Number Change





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INTRODUCTION

Not Applicable.



1 PURPOSE

Substance abuse can have a detrimental impact on a person, both in terms of health, social issues, or in the work itself. This regulation aims at helping employees understand the harm of substance abuse, minimize its effect on performance, educate on dangers it may cause, and clarify the behavior employees must obey and follow.

2 APPLICABILITY

This regulation is applicable to all employees and consultants (“Employee”) working for STS Group and to all entities of STS Group, including but not limited to:

- Senergy Technical Services Ltd.
- Senergy Technical Services (Shanghai) Co., Ltd.
- Senergy Technical Services (France) SAS
- Senergy Technical Services (USA), LLC
- Senergy Technical Services (Asia) Ltd.

(hereinafter referred to as “STS”).

3 REFERENCES

Employee Handbooks or Handbooks to all entities of STS Group.

4 TERMS AND DEFINITIONS

Employee means an individual who has an on-going employment or consultant contract relationship with an entity of STS Group or an individual who has an on-going employment contract relationship with a service provider contracted by an entity of STS Group for the purpose of working for that entity of STS Group.

Substance Abuse means long-term, pathological or excessive use of Alcoholic Drinks, drugs without medical justification, characterized by daily intoxication or overdose, inability to reduce consumption, and impairment in social or occupational functioning.

Alcoholic Drinks means alcohol and alcoholic beverages.

Drugs are divided into prescription medications and illegal recreational drugs.

Substance abuse through prescription medications can be described as people becoming too dependent on the medications that are prescribed to them by a doctor and taking them in excess, running out faster than they should, and finding more such medications through any devious means they can, including going to multiple pharmacies.

Substance abuse through illegal recreational drugs can be described as drugs that put the user into a euphoric state, which many users do not want to or cannot come out of.

Direct Manager means an Employee' supervisor or direct report line manager.

5 RESPONSIBILITIES

Responsibilities List	President	Head of General Administration Department	Head of Human Resources Department	All Employees	Legal Consultant
Regulation drafting and amendment	I	A	R	C	C
Regulation publication and information	I	A	R	I	C
Regulation implementation	I	I	A	R	
Regulation supervision and compliance	I	I	A	R	C

R- Responsible: entity (person, dept process) responsible for performing the task.

A- Accountable: entity (person, dept process) responsible to ensure that the task is performed by R.

C- Consulted: Expert entity providing advice or opinion to R on the performance of the task.

I – Informed: Entity that is informed that the task has been performed by R.

6 PRINCIPLES / REQUIREMENTS

1. Employees are strictly prohibited from drinking Alcoholic Drinks during working hours or in the workplace, including breaks and meals. At the same time, employees are strictly prohibited from working under the influence of alcohol. Employees are forbidden to use, sell privately, load, transfer or accept Alcoholic Drinks within the company or at work.
2. Employees of the company are prohibited from drinking Alcoholic Drinks on work-related occasions. However, under the following specific circumstances, employees can drink certain Alcoholic Drinks outside the workplace. In this case, individual's alcohol consumption must be handled properly:
 - 1) When the company organizes business meetings or activities or gatherings, such as banquet/dinner for guests or business partners, annual dinner, team building etc., Employees can drink appropriate Alcoholic Drinks only with the approval in advance by their direct manager. Company does not encourage Employees to drink Alcoholic Drinks, to ensure that their behavior, work performance and judgment are not affected by alcohol; Employees shall be responsible for their behavior and judgment after drinking Alcoholic Drinks. Company will bear the cost of consuming Alcoholic Drinks only by approval of the responsible organizer of those business meetings, activities or gatherings.
 - 2) When attending business meetings or activities related to the interests of the company, Employees can drink reasonable Alcoholic Drinks only with the approval in advance by their direct manager. The company recommends Employees not to drink Alcoholic Drinks to ensure that their behavior, work performance and judgment are not affected by alcohol. If an Employee decides to drink Alcoholic Drinks, this will be regarded as his/her personal decision, and the company will not bear the cost of consuming such Alcoholic Drinks.
 - 3) When attending business meetings or activities held by any third-party partners such as suppliers and consultants, the Company does not authorize its Employees to drink Alcoholic Drinks to ensure that they retain proper behavior, that their work performance and that their judgment is not affected by alcohol. If an Employee decides to drink Alcoholic Drinks, this will be regarded as his/her personal decision, and the Company will not bear the cost of consuming of such Alcoholic Drinks.
3. It is strictly prohibited to use, hold, sell, transfer, accept, demand or purchase illegal medications and drugs at any time. Any violation of this regulation is considered as a serious violation of company policies and regulations and may lead to dismissal or other disciplinary actions, or even transfer to relevant law enforcement agencies.
4. Company has the right to require job applicants suspected of using substances of to conduct alcohol/drug tests. If the job applicant fails or refuses alcohol/drug test or practices fraud, the Company will revoke the opportunity, employment notice and/or offer.
5. Company has the right to require Employees suspected of using substances to conduct alcohol/drugs tests. The following are the situations and guidelines for Employees to carry out the test:
 - 1) There is an incident or an accident at work.

- 2) An Employee is suspected of violating this regulation.

6. Employees who fail to pass or refuse the alcohol/drug tests shall be considered in serious violation of Company's policies and regulations and will be dismissed immediately at Company's discretion, and Company will not re-employ them. Employees found falsifying the test samples are considered in serious violation of Company's policies and regulations; Company may dismiss those Employees immediately at Company's discretion and has rights to report them to relevant law enforcement agencies.

In case the terms of this regulation conflict with the local laws and/or employment contract/consultant contract, the local laws and/or employment contract/consultant contract shall prevail.

In case of doubt or to obtain more information about this regulation, Employees shall contact HR personnel.

