



DRUGS AND ALCOHOL POLICY

TELTEC INVESTMENTS LTD is committed to providing a safe and stimulating work environment for its employees by recognizing the potential negative effects of alcohol and illicit drugs on the company operations, the health and safety of its employees, contractors and other stakeholders.

The company aims to foster an attitude among its stakeholders that it is unacceptable to work or interact with their operations under the influence of alcohol or illicit drugs.

TELTEC is committed to:

- a) Providing a safe working environment for all employees, contractors, and other stakeholders by eliminating hazards associated with the inappropriate use of alcohol and illicit drugs
- b) Providing education and training in the hazards associated with alcohol and illegal drugs in the workplace.
- c) Applying an appropriate testing and screening program to all employees, contractors, clients and visitors who enter company premises.
- d) Providing employees with confidential counseling and assistance to prevent and manage the inappropriate use of alcohol or illicit drugs and the problems associated with such use.
- e) Maintaining effective procedures for managing alcohol and illicit drug issues and applying those procedures fairly and in a manner consistent with this policy.
- f) Ensuring effective communication of this policy including individual responsibilities and the consequences of policy breaches to all stakeholders.

TELTEC's Managing Director has the overall responsibility for the implementation of this policy at company sites.

Jolly Joe

A handwritten signature in blue ink that reads "Jolly Joe".



MANAGING DIRECTOR