



Alcohol and Drug Use Policy – As per UAE Labour Law

Dear Team,

In line with the **Federal Decree-Law No. 33 of 2021 on Labour Relations** and the **UAE Penal Code**, we are issuing the following company policy on **alcohol and substance use** to ensure the health, safety, and professionalism of our workplace.

1. Zero Tolerance During Work

The use, possession, or influence of alcohol or illegal substances during work hours, on company premises, or at any client or project site is strictly prohibited.

2. Reporting to Duty

Employees must not report to work under the influence of alcohol or drugs, regardless of where the substance was consumed. This applies to all company-related duties including fieldwork, driving, and office work.

3. Legal Framework

As per Article 44 of the UAE Labour Law, an employee can be terminated **without notice** for reporting to work under the influence of alcohol or narcotics. Additionally, UAE laws prohibit public intoxication, drunk driving.

4. Violation & Disciplinary Action

Violation of this policy will lead to disciplinary action, including possible **termination without notice**, suspension, or referral to legal authorities depending on the severity of the case.

5. Support

Employees who are dealing with alcohol-related issues may confidentially approach the HR department for guidance or support resources, if available.

Please treat this policy with utmost seriousness. Our collective responsibility is to maintain a professional, respectful, and safe working environment.

Should you have any questions or concerns, feel free to contact the HR Department.

Sincerely,

HR & Admin Manager