



Company Policy on DRUG and ALCOHOL Abuse

Resource Allocation LLC (RA) is committed to a Safe, Healthy and Productive work place for all employees. The RA recognizes that Drug and Alcohol abuse by employees will impair their ability to perform properly and will have serious adverse effects on the safety efficiency and productivity of other employees and the company as whole. Therefore:

- The misuse of legitimate Drugs or the use, possession, distribution or sale or consumption of illicit or prescribed controlled drugs on RA's work locations including company owned, leased, occupied or operated property is strictly prohibited and ore grounds for immediate dismissal.
- Any person taking medication prescribed by a doctor, who may impair performance or ability to discharge his duties properly must advise his Line Manager immediately.
- Possession, use, distribution or Sale or consumption of Alcoholic beverages on RA's work locations including company owned, leased, occupied or operated property is strictly prohibited
- Being unfit for work because of use of Drugs or Alcohol is strictly prohibited and is ground for immediate dismissal.

The RA may also require all employees to submit to Alcohol and/ or Drug testing where cause exists to suspect Alcohol or Drug abuse and after any lost time accident. Unannounced testing may be conducted when deemed necessary by the Company and where law requires testing. A positive test result or refusals to submit to a Drug or Alcohol test are grounds for disciplinary action including immediate dismissal. The RA may also conduct unannounced searches for Drugs and Alcohol on RA's work locations including company owned, leased, occupied or operated property.

RA's staffs will be required to comply with the Policy restrictions on Use, Possession, Distribution or Consumption of Drugs or Alcohol and provisions regarding searches. Those who violate this Policy will be removed from the RA's work locations including company owned, leased, occupied or operated properly immediately and disciplinary action will be initiated accordingly.

For RESOURCE ALLOCATION LLC

Authorized Signatory



Yasseen Al Noumani
Chairman



الموارد المتخصصة ش.م.م. Resource Allocation L.L.C.

Yasseen Al Noumani
Chairman