

## **Indochine Engineering Vietnam Drug and Alcohol Policy**

Indochine Engineering (ICE) provides professional Engineering Consultancy Services for commercial and industrial projects throughout Vietnam, ASEAN, and offshoring to Australia, UK, Japan and the USA.

ICE Drug and Alcohol Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is our major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility.

The public shall be given equal priority to that of our employees.

The objectives of our Drug and Alcohol Policy are:

- To ensure a safe, healthy, and professional working environment; to prevent workplace accidents and protect the physical and mental health of employees.
- To raise awareness of Employee responsibilities regarding the harms of alcohol, contributing to improved work efficiency in ICE's business activities.
- To help ICE meet its commitments to its clients regarding professional and effective work standards.
- Law on Prevention and Control of Harmful Effects of Alcohol and Beer No. 44/2019/QH14 dated June 14, 2019

The following behaviors are prohibited:

- Employees who come to work under the influence of alcohol, beer, drugs, or other stimulants that may affect their ability to work, potentially reducing work performance or affecting the working environment.
- Organizing parties, drinking alcohol, beer, or alcoholic substances during working hours.
- Inciting, instigating, enticing, or forcing others to drink alcohol or beer during working hours.

Addressing non-compliance:

- The company recognizes that substance-related issues may be health or personal matters. Employees are encouraged to speak confidentially with their manager or HR to seek advice or assistance. Support programs or referrals to external services may be provided when appropriate.
- Employees are expected to comply with this policy and cooperate with any workplace assessments or reviews related to it. Any concerns or non-compliance will be reviewed by management, and appropriate corrective or preventive measures may be taken to maintain a safe and supportive working environment.

Warren Goodie – General Director  
Indochine Engineering Vietnam