

CHAPTER 4: OCCUPATIONAL SAFETY AND HEALTH

4.1. OCCUPATIONAL SAFETY AND HEALTH

- 4.1.1. The Company is committed to provide a safe and healthy working environment for its Employees and to avoid adverse impact and injury to the environment and the communities.
- 4.1.2. All Employees are responsible to prevent accidents and removing conditions that might cause injury, interrupt workflow or damage to the equipment or property of the Company.
- 4.1.3. Employees shall give full support and participate in the industrial and safety programs instituted by the Company and shall have access to the Safety Committee to voice their safety related concerns as stipulated in the Company's Safety & Health Committee.
- 4.1.4. Employees must comply with all applicable health and safety laws, regulations and Company standards. Any question or inquiry shall be referred to the supervisor of the related departments.
- 4.1.5. All employees are expected to work safely, wear required safety equipment, observe all posted safety rules, and keep workplace area neat and clean. All work-related injuries and vehicular accidents, no matter how small or seemingly insignificant, must be reported to the officer in charge/supervisor immediately.
- 4.1.6. Violation of the Company's health and safety requirements include but are not limited to the following:
 - a. Failing to observe Company and OSH Acts.
 - b. Committing violence in the workplace.
 - c. Endangering the OSH of others.
 - d. Committing unsanitary or unsafe acts such as the following:
 - i. Loitering in or around aircraft during fuelling or servicing.
 - ii. Smoking in restricted areas.
 - iii. Not wearing required protective clothing or footwear.

Refer also Safety Department Policy.

- 4.1.7. The Company is committed in maintaining the health of its Employees and may require occupational health assessments in appropriate circumstances.
- 4.1.8. Disregard for Company Policies and Procedures relating to safety and health issues can result in IMMEDIATE DISMISSAL.

4.2 MANAGEMENT OF OCCUPATIONAL SAFETY AT WORKPLACE AND TO EMPLOYEES

- 4.2.1 Employees shall at all time:
 - 4.2.1.1 Be accountable towards Occupational Health and Safety of employees, company's assets, and workplace environment.
 - 4.2.1.2 All employees must report on Occupational Health and Safety and SMS issues.
 - 4.2.1.3 The company will ensure that no action will be taken against any employee who discloses a safety concern, unless such disclosure indicates, beyond any reasonable doubt, gross negligence or a deliberate or wilful disregard of regulations or procedures.

4.3. SUBSTANCES/DRUGS & ALCOHOL

- 4.3.1. The Company is committed to maintain a drug-free and alcohol-free workplace. Drinking alcoholic beverages is strictly prohibited while an Employee is on duty or on the premises of the Company.
- 4.3.2. Possessing, using, selling, or offering illegal drugs and other controlled substances is prohibited in all circumstances while an Employee is on duty or on the premises of the Company.
- 4.3.3. Employees are prohibited from reporting for work while under the influence of alcohol or any illegal drug or controlled substance.
- 4.3.4. The Company has the right to conduct tests for substance/drug abused:-
 - a. After the offer of employment;
 - b. When required under the terms of any customer contracts or agreements;
 - c. Where in the opinion of the Company there is sufficient demonstrated behaviour in evidence to warrant such testing.

- 4.3.5. The Company reserves the right to take all appropriate disciplinary actions, up to and including dismissal should an employee abuse this issue.
- 4.3.6. Employees shall have the responsibility of being fit to accomplish their assigned tasks. Being under the influence of unlawful drugs or alcohol, as well as misusing prescribed or over-the-counter medication on company property or during the conduct of company business is disallowed includes;
- a. The use, possession, distribution or sale of unlawful drugs or unauthorized drugs on company property or during the conduct of company business is prohibited.
 - b. The use or possession of alcohol on Company Property or during the conduct of business is disallowed.
 - c. Unlawful and/or unauthorize use, possession, transfer and sale of alcohol and prohibited substances at the workplace or when conducting Company business.
 - d. Refusal to consent to a search or test.
 - e. Failure to inform HR and line management of possible side effects of prescribed drugs or a course of treatment, which may impact performance, before entering the work location or when reporting for onward work-related travel.
 - f. Any positive result following an evidential test for substance misuse or any test result indicating an alcohol level exceeds half the Malaysia legal driving limit.
- 4.3.7. Smoking in the workplace, except in designated areas, is also prohibited.
- 4.3.8. Such policy is essential to the Company as many of its Employees hold "safety sensitive positions" such as the engineering personnel who actively involves in airworthiness of the aircraft.
- 4.3.9. This conduct is well defined in the Company's Maintenance Management Plan (MMP), Engineering Management Plan (EMP), Engineering Procedure Manual (EPM), Quality Manual (QM) and other related documentations.
- 4.3.10. The Company reserves the right to take all appropriate actions, up to and including dismissal should an Employee abuse this issue.