



## No Smoking Policy

- ▶ It's proved by medical evidence that smokers run higher risks of contracting certain diseases than non-smokers.. Also, it's evident that passive smoking is harmful. In recognition of this, the Ministry of Health, Government of Pakistan & the new Group Guideline has declared that smoking is injurious to health. Therefore, the company has decided to introduce no-smoking policy as employees expect to work in a smoke-free and clean environment.
- ▶ Moreover, it's favorable that the company proactively encourages No-Smoking Zone at the workplaces.
- ▶ All staff, contractors and visitors are asked to co-operate in making public areas of the company's premises smoke-free. These areas include reception area/lobby, canteens, conference rooms, corridors, toilets, multi-occupancy and individual rooms within the office premises.
- ▶ Also, passengers should avoid smoking during company business travel or otherwise to eliminate the risk of passive, habitual smoking.
- ▶ For any member of the staff who wants to give up smoking, proper assistance will be given through Medical Centre or a company doctor.



**Muhammad Afzaal Arain**  
Chief Executive Officer



# Security Standards

## AIM

Developing a secure business environment – Minimizing Financial Losses & Business Disruptions – Safeguarding the company's reputation and morals.

## MANAGING PRINCIPLES

- ▶ Necessary security operations shall be conducted in full compliance with the national and international legal standards/requirements, Voluntary Principles on Security and Human Rights (VPSIR) and the Statement of General Business Principles.
- ▶ Security should be given an equal importance like any other critical activity in the proposal and stages of Business Operations: Planning, Implementation and Discontinuation.
- ▶ Security manager have to advise on risk assessment based on threat, vulnerability, impact and measures to migrate the risk. This means security shall be threat led. Priority will be given to high risk and high materiality.
- ▶ Plans and procedures shall be practiced to maximize chances of receiving early warning threats, minimizing their impact if they occur and performing quick response to handle it.
- ▶ Armed security must not be used unless it's a legal or the government requirement, or if there's no any other acceptable alternative for managing the risk.
- ▶ If Armed Security is used, it shall be in compliance with the company's guidelines on the Use of Force and the Voluntary Principles on Security and Human Tights.
- ▶ Moreover, Security Training Programmes should be conducted to promote awareness, knowledge, develop skills among all staff.
- ▶ All the incidents including security breaches and irregularities shall be properly Reported, Investigated and Recorded accordingly.

*The fairness of security measures shall be reviewed ceaselessly with the support of the Security Manager.*



**Muhammad Afzal Arain**  
Chief Executive Officer



## Seat Belt Policy

- ▶ All company owned and personal vehicles should be equipped with front and rear seat belts.
- ▶ All drivers and passengers travelling on company business or otherwise by any vehicle, including those occupying rear seats, shall wear seat belts where available.
- ▶ It's up to drivers to make sure the passengers have secured seat belts properly when travelling on company business or otherwise.



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Chief Executive Officer



# Mobile Phone Policy for Drivers

## ► Purpose

Our company has strict mobile phone policy as we are committed to the goal of 'no harm to people' whatsoever. Mobile phones have become an essential part of our daily and business lives. However, the use of mobile phone whilst driving is strictly prohibited and is against safety rules. Therefore, 'engine on - phone off' policy has been formulated to avoid accidents or setbacks.

## ► Scope

This policy applies to the use of mobile phones and hand-held two-way radios whilst driving a company vehicle or won car on work related activity. It applies to all company car drivers, all tanker drivers, own fleet or contracted, and wherever appropriate. Moreover, drivers in other areas that comes under the control of TIL, e.g. independent distributors shall commit to this policy too. It's recommended that the company's staff should also adopt this safety standard on their personal travel.

## ► Standard

The use of mobile phones or two-way radios whilst driving a vehicle shall be forbidden within TIL, even with the use Hands Free Facility. It must be noted that any deviation of this standard will be treated as a case of serious misconduct.



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Chief Executive Officer



# HSSE Commitment & Policy

## Health, Safety, Security & Environment Commitment

### ► In TIL, we are all committed to:

- Don't harm anyone in any situation
- Protect the environment
- Use energy and material efficiently to provide TIL's services and products
- Generate energy resources, products and services
- Honestly and publicly report on our performance
- Play a leading role in promoting best practices in the industry
- Manage HSSE matters just like any other critical business activity
- Create and promote an environment where everyone honors these commitments.

### ► Health, Safety, Security & Environemtn Policy; TIL:

- Approach the HSSE management designed to ensure compliance with the law and to achieve continuous improvement in performance.
- Plans and sets targets for improvement and measures and reports performance accordingly.
- Forces contractors to manage HSSE in line with the policy
- Forces joint ventures under its control to apply the policy, and use its influence to promote it in other ventures too
- Includes HSSE performance in the appraisal of all staff and rewards accordingly



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Chief Executive Officer



# Policy on Alcohol and Drugs

## ► Purpose

TIL recognizes that an employee's state of health may severely affect his ability to perform his job well. This policy statement is to inform employees of the company's viewpoint on mental, physical and behavioral disorders from the use of drugs or alcohol.

## ► Policy

Employees with dependencies on alcohol and/or drugs will get some consideration by the company. Employees will be informed that Prohibition (Enforcement of Hadud) Order, 1979 (President's Order No. IV of 1979) is currently in force. The company is concerned only with those situations where the use of alcohol or drugs interfere with the employee's health, safety, or job performance. The company will never permit employees to use alcohol or drugs anywhere in the company's premises. Moreover, the company offers treatment service and support to those who are willing to give up such habits, and employees will not place their job in jeopardy by doing so. The medical department will assist in arranging treatment and necessary absence from work will be regarded as sick leave subject to management discretion.

## ► Legal Drugs

An employee may have legal access to drugs when it might not impair his/her work performance or result in accident. These would include drugs that are prescribed a professional doctor. An employee may be restricted from work if the prescribed drugs affects his job performance. In such situations, it's best for the employee that company gives him/her a sick leave subject to management discretion.

## ► Alcohol

If an impairment is caused by alcohol, the employee will be subjected to disciplinary action and/or dismissal.

## ► Illegal Drugs

Illegal drugs are those that are not obtained by legal means or drugs which are legally obtainable but are obtained by illegal means or drugs which are legally obtainable and are deliberately misused. This includes all forms of narcotics, stimulants, tranquilizers and hallucinogens whose sale, purchase, transfer, use or possession is prohibited or restricted. Employees are prohibited arriving at the company's premises whilst unfit because of the consumption of such drugs, or from using such drugs on company's premises. Any employee in breach of this ruling will be subject to disciplinary action and/or dismissal. Moreover, he/she will be reported to authorities if such drugs are found in possession of, or trafficking in these drugs either as a buyer or a seller.

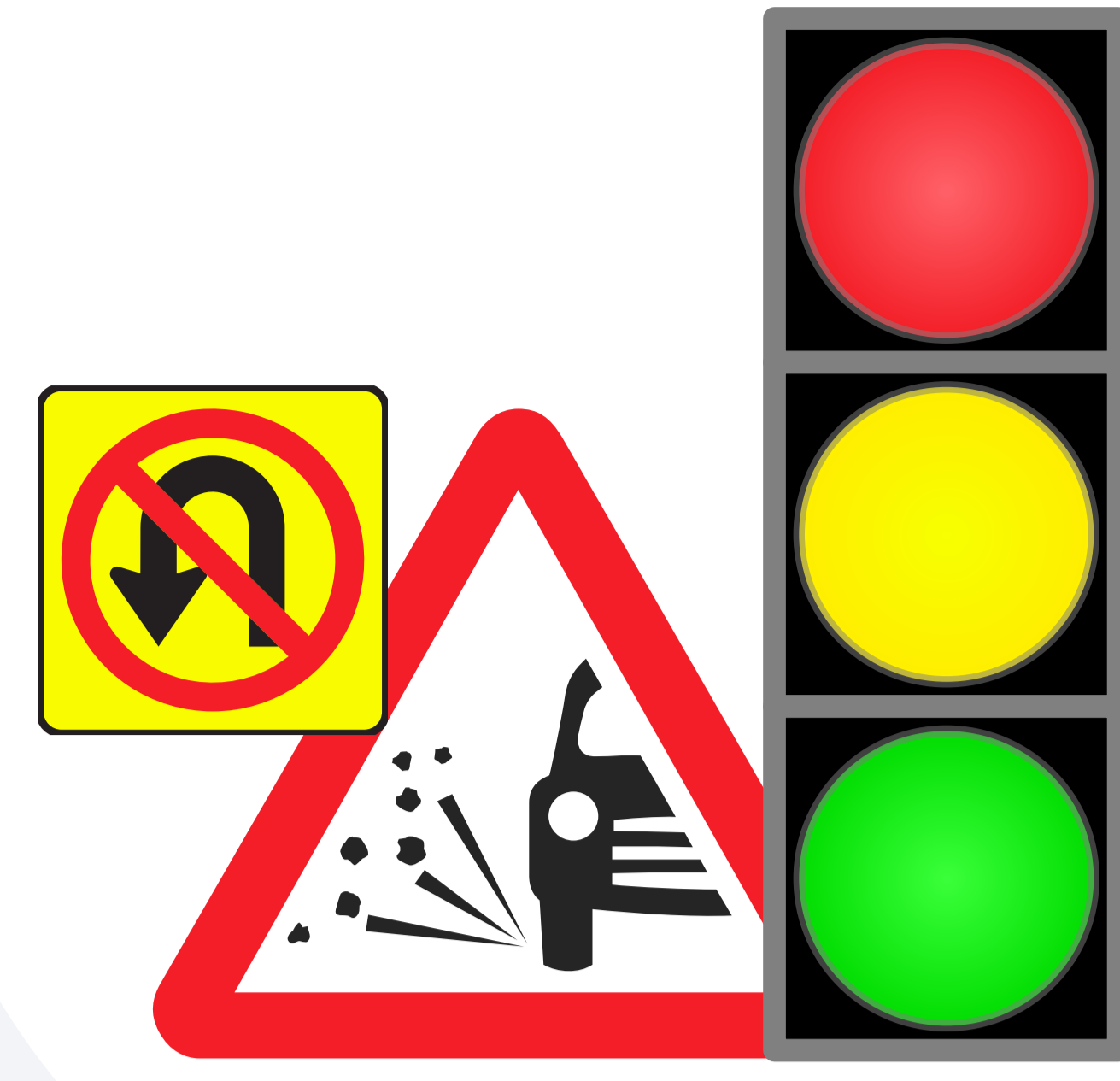
## ► Screening

The company may require candidates for employment to submit to and obtain satisfactory results from a medical screening procedure. In situations, which gives cause for concern, employees may be required from time to time to submit a random screening result. These arrangements will also apply to contractor's staff and should be reflected in written contractual obligations.

The screening process is a responsibility of Medical Division who will report to management.



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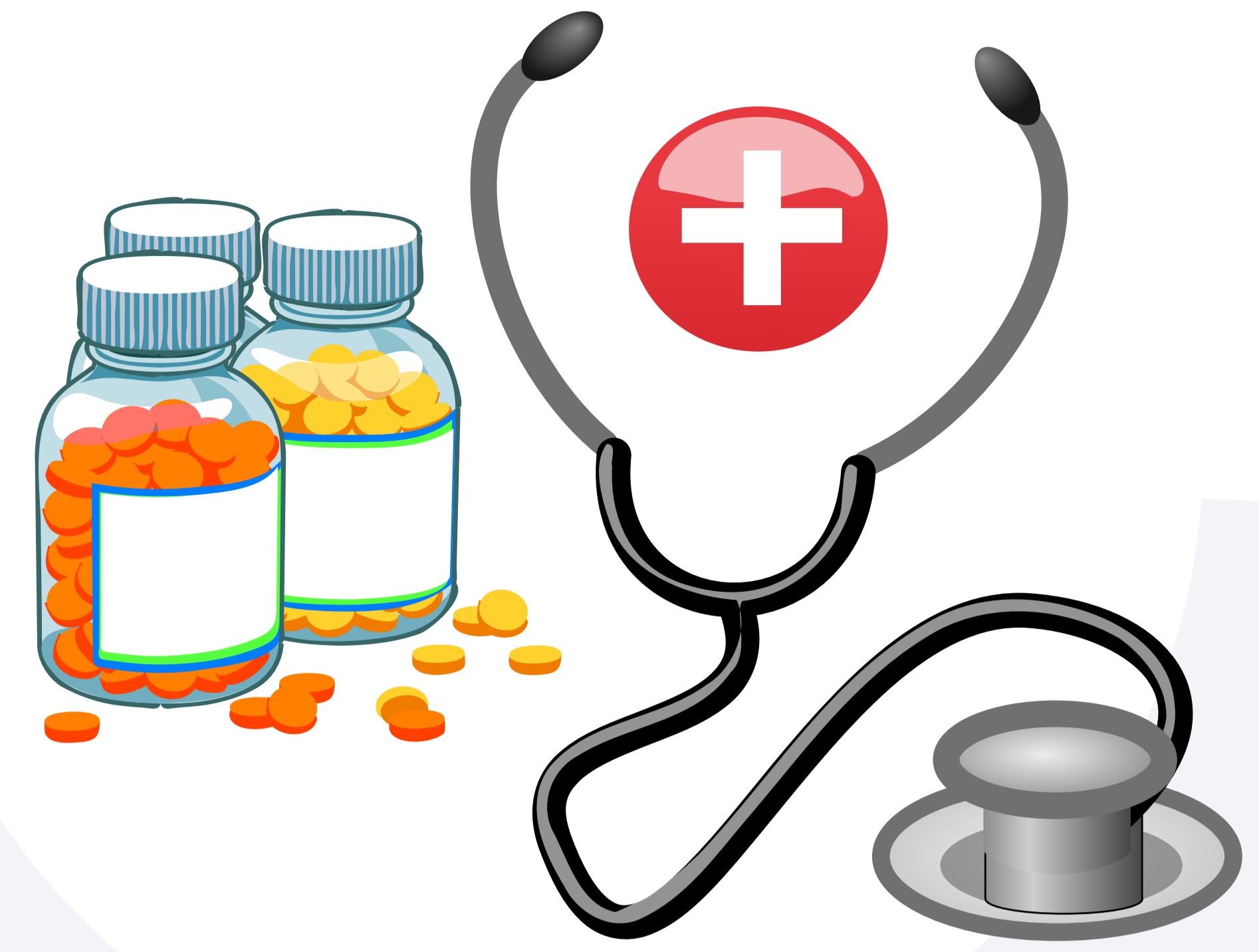


# Driving Policy

- ▶ All employees or their authorized drivers who drive company vehicles should have a valid driving license and be medically fit to properly drive a vehicle.
- ▶ Carriage of unauthorized passengers in company vehicles is strictly prohibited.
- ▶ Before being handed over a company vehicle, they would also need to go through the Defensive Driving Course and clear the competency screening test.
- ▶ Drivers should satisfy themselves first upon receiving a vehicle and make sure that it's in roadworthy condition, particularly its lights-front, rear and break, indicators, tyres, steering, brakes, windscreen wipers, mirrors, and overall environment visibility.
- ▶ The observation of all traffic rules including the wearing of safety seat belts by all drivers and passengers on front and rear set in a company vehicle is mandatory.
- ▶ Use of mobile phones whilst driving is strictly prohibited and must be switched off while driving, with a messaging service activated to take incoming calls.
- ▶ All accidents, mishaps and incidents must be reported immediately by the employee/driver to his/her line manager by phone.



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Chief Executive Officer



## Statement of Policy on Medical & Occupational Health Services

The Indus Logistics (TIL) has a policy that certain accounts must be taken to protect the health of its employees at work or other persons (contractors, visitors) as appropriate.

Line management with advice from the Chief Medical Advisor is responsible for meetings the objectives including the implementation of the TIL programme on the control of health hazards in the workplace.

In addition, the company also maintains a system of extending quality medical attention to its employees and their dependent family members within the rules specified for various categories of staff.

TIL has set down the minimum health management standards as minimum requirements for the management of health which are as under:

- Health Risk Assessment
- Monitoring of Health Performance and Incident Reporting and Investigation
- Health Impact Assessment
- Human Factors Engineering in New Projects
- Product Stewardship
- Fitness to Work
- Local Health Facilities and Medical Emergency Response

Compliance with national statutory requirements is mandatory for all aspects of health management.

► **The policy objectives will be achieved by:**

Establishing a system that can identify all potential health hazards at company sites with emphasis on the proactive culture within the organization.

- **Establishing** a system of evaluation of health hazards and risks through monitoring and assessment against accepted standards in alignment with those of the TIL.
- **Implementing** health hazards control measures following the principles of occupational hygiene.
- **Training** the work force in life saving technique.
- **Maintaining** quality medical services and health promotion programmes for employees and their dependent families.



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Chief Executive Officer





# HIV/AIDS Policy

HIV/AIDS causes serious disaster in a society. Employees, their families, our customers and the wider communities are affected by it. Currently Pakistan falls into "Low Prevalence with High Risk" category. This policy is developed with the aim to prevent the further spread of the infection in our region.

## ▶ **Non-Discrimination**

There's no discrimination among employees with HIV/AIDS in our company. It's required by an employee to be fit to work to fulfil the job requirements.

## ▶ **Workplace Behaviour**

TIL understand that HIV/AIDS is not transmitted through routine, casual personal contact under normal working conditions. Therefore, there's no grounds for refusal to share a workplace with employee with HIV/AIDS. If any act of discrimination against, or harassment of employee with HIV/AIDS is found on the grounds of his or her infection shall be subject to a disciplinary action.

## ▶ **HIV/AIDS Education**

TIL believes that the education of employees with regard to HIV/AIDS is the most effective way to prevent the spread of the disease. The education programme will form part of an ongoing HIV/AIDS management process of the company.

## ▶ **Confidentiality**

It's a responsibility of the company's Country Health Advisor to keep information related to HIV/AIDS confidential, as in the case for all other medical information, and will not be disclosed without the written consent of the affected individual, unless when required by any law, order of court, or when informing others directly involved in the treatment or care of the affected employee.

## ▶ **Legal Compliance & Local Customs**

This policy and related practices and procedures will be reviewed and updated in accordance with any change in local laws, regulations and prevailing local practices.



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