



Alfa Supply Chain Solutions Pvt. Ltd.
AN ISO 9001:2008 CERTIFIED COMPANY

HEALTH, SAFETY, SECURITY AND ENVIRONMENT MANAGEMENT AT ASCS

Manzil ZERO' ACCIDENTS as our goal, Alfa supply chain solutions is "DRIVEN BY SAFETY"



'SAFETY' IS A TOP PRIORITY IN EVERY ASPECT OF OUR ORGANIZATION.

- **ASCS is committed to maintaining a safe working environment for all of its employees, customers, subcontractors, suppliers, and general public.**
- **Our safety program ensures we will comply with all applicable Health, Safety, Security and Environmental Regulations Our HSE policy ensures that ASCS ' Drivers, Warehouse Employees and Operation Associates manage the company's equipment and customers' cargo with the utmost care.**
- **To meet our Zero Accidents goal, we work hard each day to ensure the environments we work in; meet and exceed all safety requirements and expectations.**
- **Our actions are designed to ensure quality service; human health, operational safety, environmental protection, and community goodwill, which are ingrained within the organization.**
- **We are sincerely devoted to the safety and welfare of our employees, therefore, accident prevention is essential in maintaining an efficient and well-organized operation.**
- **Safety will only be achieved through teamwork, therefore, the ASCS team has joined together to promote safety initiatives advocating safe working conditions.**





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❑ ALCOHOL AND DRUG ABUSE POLICY

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1. Policy:

The mentioned policy will be effective from Jan 02, 2019 and needs to be re-visited on Jan 02, 2020.

2. Purpose of the Policy:

The purpose of this policy is to set forth the procedures for the implementation of controlled substances and alcohol use and testing of driver applicants and current drivers pursuant to the Alcohol and Drug Abuse Policy.

3. Applicability of Policy:

The said policy will be applicable on all the Drivers who are operating ASCS Vehicles.

4. Substances Prohibits/Prescription Medications:

A. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol which, when consumed, causes an alcohol concentration in excess of those prescribed by Part 382, Subpart B, (FMCSR) and Section IV of this policy.





B. Controlled substances: In accordance with FMCSA rules, urinalysis will be conducted to detect the presence of the following substances:

- Marijuana
- Cocaine
- Opioids
- Amphetamines

Phencyclidine (PCP)

Detection levels requiring a determination of a positive result shall be in accordance with the guidelines adopted by the Traffic Rules in India.

C. Prescription medications: Drivers taking legally prescribed medications issued by a licensed health care professional familiar with the driver's work-related responsibilities must report such use to their immediate supervisor or dispatcher, and may be required to present written evidence from the health care professional which describes the effects such medications may have on the driver's ability to perform his/her tasks.

In the sole discretion of the alcohol and drug program administrator, a driver may be temporarily removed, with pay, from a safety-sensitive position if deemed appropriate.



■ PROHIBITIONS:

A: Alcohol Prohibitions

The new alcohol rule prohibits any alcohol misuse that could affect performance of a safety-sensitive function, including:

1. Use while performing safety-sensitive functions.
2. Use during the 4 hours before performing safety-sensitive functions.
3. Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater.
4. Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
5. Use during 8 hours following an accident, or until he/she undergoes a post accident test.
6. Refusal to take a required test.

NOTE: A driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours. The other consequences imposed by the regulations and discussed below do not apply. However, documentation of this test constitutes written warning that company policy has been violated, and the next occurrence could result in disqualification of a driver.





B. Drug Prohibitions

The regulations prohibit any drug use that could affect performance of safety-sensitive functions, including:

1. Use of any drug, except by doctor's prescription, and the only if the doctor has advised the driver that the drug will not adversely affect the driver's ability to safely operate the CMV;
2. Testing positive for drugs; and
3. Refusing to take a required test.

All drivers will inform the alcohol and drug program administrator of any therapeutic drug use prior to performing a safety-sensitive function.

▪ DRIVER APPLICANT AND CURRENT DRIVER TESTING

A. Applicant Testing:

All driver applicants will be required to submit to and pass a breath alcohol test and a urine drug test as a condition of employment. Job applicants who are denied employment because of a positive test may reapply for employment after 6 months.

B. Employee Drivers: Under all circumstances, when a driver is directed to provide either a breath test or urine sample in accordance with these procedures, he/she must immediately comply as instructed. Refusal will constitute a positive result, and the driver will be immediately removed from the safety-sensitive function, and will be subject to further discipline or termination as appropriate.



□ Driver's Testing:

1. Suspicion-based Testing:
2. Post-Accident Testing:
3. Random Testing:
4. Return-to-Duty Testing:

• **COLLECTION OF BREATH AND URINE SPECIMENS AND LABORATORY ANALYSIS:**

A. Breath alcohol testing will be conducted either on site or at a prearranged location by a qualified Breath Alcohol Technician. Refusal to complete and sign the testing form or refusal to provide breath will be considered a positive test, and the driver will be removed from a safety-sensitive function until resolved.

B. Specimen Collection: Specimen collection will be conducted in accordance with applicable state and federal law. The collection procedures will be designed to ensure the security and integrity of the specimen provided by each driver, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to maintain the dignity of each driver submitting a specimen for analysis in accordance with these procedures.

C. Laboratory Analysis: As required by FMCSA regulations, only a laboratory certified by Department of Health and Human Services (DHHS) to perform urinalysis for the detection of the presence of controlled substances will be retained by the Company. The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance and scientific analytical methodologies.





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• **CONSEQUENCES: APPEAL OF TEST RESULTS**

A. Alcohol and drug abuse may not only threaten the safety and productivity of all employees at, but causes serious individual health consequences to those who use them. Any confirmed actions prohibited by Part IV above, while performing a safety-sensitive function or refusing to take a breath test, will be grounds for disqualification as a driver.

B. A driver testing positive for alcohol or drug use is subject to disqualification. Refusal to submit to testing will also be considered a positive.

Refusal may be defined as not providing a breath sample or urine as directed, neglecting to sign appropriate control forms, using alcohol within 8 hours of an accident, or engaging in conduct that clearly obstructs the testing process.

Any driver testing positive for the presence of a controlled substance will be contacted by the Company's MRO. The driver will be allowed to explain and present medical documentation to explain any permissible use of a drug. All such discussions between the driver and the MRO will be confidential. The Company will not be a party to, or have access to, matters discussed between the driver and the MRO. If medically supportable reasons exist to explain the positive result, the MRO will report the test result to the Company as a negative.

Within 72 hours after the driver has been notified of a positive test result for drugs, he/she may request a retest of the split sample. This signed request will be provided to the MRO in writing, who will then initiate the new laboratory analysis. If the subsequent laboratory detects a different result, the MRO, and the company alcohol will void the test and drug program administrator will be notified. A retest may be initiated as appropriate.



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- **CONFIDENTIALITY**

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

Drivers are entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance test.

Collection of breath and urine samples must always be documented and sealed with a tamper-proof sealing system in the presence of the driver, to ensure that all tests can be correctly traced to the driver.

Drug test analysis from the DHHS approved laboratory will be forwarded directly to the Medical Review Officer assigned by the alcohol and drug program administrator.

Alcohol test results will be forwarded by the MRO to the alcohol and drug program administrator for confidential recordkeeping.





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5. NON-COMPLIANCE WITH THE POLICY:

Any staff member found to be guilty of non-adherence to the policy shall be discharged from the duty with immediate effect.

6. Policy Authority:

Any change in the policy needs to be approved by CFO & CEO jointly.





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❑ **POLICY ON NON USAGE OF MOBILE WHILE DRIVING**

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- 3. Applicability of Policy*
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- 5. Law on mobile phone usage while driving & FAQ's*
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1. Policy:

The mentioned policy will be effective from Jan 02, 2019 and needs to be re-visited on Jan 02 , 2020.

2. Purpose of the Policy:

To avoid accidents one should not use mobile phones while driving reason being:
You're four times more likely to crash if you use a mobile phone while driving
Reaction times for drivers using a phone are around 50% slower than normal driving
Even careful drivers can be distracted by a call or text – and a split-second lapse in concentration could result in a crash.

3. Applicability of Policy:

The said policy will be applicable on all the Drivers who are operating ASCS Vehicles.





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4.Steps to success

- a. Don't make or answer calls when you're driving. All phone calls distract drivers' attention from the road.
- b. It's illegal to use a hand-held mobile when driving on the road even if you've stopped at traffic lights or are stuck in a traffic jam or are in a car park. All these situations are covered by the legal definition of 'driving on the road'.
- c. Park safely before using your mobile phone. Do not park on the hard shoulder of the motorway.
- d. Don't call other people when they're driving. If you call someone and they tell you they are driving, ask them to call you back when they have parked up safely.





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5. Law on Mobile Phones while Driving & Certain FAQ

What does the law say about mobile phones while driving?

It's illegal to drive a vehicle or ride a motorbike while using a handheld mobile phone or similar device. Hands-free phones are also a distraction, and you risk prosecution for not having proper control of a vehicle if the police see you driving poorly while using one.

What if a mobile phone in my vehicle rings or what if I phone someone who is driving? Let it ring and return the call when you are able to park in a safe place. It would be better to switch to voicemail before starting. If you phone someone who is driving, say you will phone later and hang up.

What counts as driving?

Driver is using a motor vehicle on public roads and can include when a vehicle is stopped at traffic lights or during a traffic hold-up. Therefore you should not use that time to make or receive a call. Park safely and then use the phone (but not on the motorway hard shoulder).

Must I switch off any phone in my car?

No. Passengers may want to use a phone. If you are driving on your own, we advise that if you do not switch your phone off, you should switch it to voicemail, message service or call diversion and ring back when you are safely parked.





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6. Non-Compliance with the Policy:

Any staff member found to be guilty of non-adherence to the policy shall be discharged from the duty with immediate effect.

7. Policy Authority:

Any change in the policy needs to be approved by CFO & CEO jointly.





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□ FATIGUE POLICY

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1. Policy:

The mentioned policy will be effective from Jan 02, 2019 and needs to be re-visited on Jan 02 , 2020.

2. Purpose of the Policy:

The objective of the Policy is to address fatigue management, which means to allow operators some flexibility in how, and when they work and rest, providing the risks of working long are properly managed

3. Applicability of Policy:

The said policy will be applicable on all the Drivers who are operating ASCS Vehicles.





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4. Fatigue Management Standards

Scheduling and rostering – scheduling of individual trips and rostering of drivers must be in accordance with limits prescribed in legislation.

Fitness for duty – drivers must be in a fit state to safely perform required duties and meet the specified medical requirements.

Fatigue management knowledge and awareness – all personnel involved in the management, operation, administration, participation and verification of the basic fatigue management system must demonstrate appropriate knowledge and skills in fatigue management relevant to their position.

Responsibilities – the authorizations, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of their operations under the basic fatigue management option are current, clearly defined and documented and carried out accordingly.

Internal review – an internal review system is implemented to identify non-compliances and verify that the activities comply with the basic fatigue management standards and the operator's fatigue management system.

Records and documentation – the operator will implement, authorize, maintain and review documented policies and procedures to ensure the management, performance and verification of the basic fatigue option is in accordance with the standards.



4. Non-Compliance with the Policy:

Any staff member found to be guilty of non-adherence to the policy shall be discharged from the duty with immediate effect.

5. Policy Authority:

Any change in the policy needs to be approved by CFO & CEO jointly.





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POLICY ON WEARING SEAT BELT WHILE DRIVING

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1. Policy:

The mentioned policy will be effective from Jan 02, 2019 and needs to be re-visited on Jan 02 , 2020.

2. Purpose of the Policy:

The objective of the Policy is to define the importance and method of Seat Belt while driving the Vehicle. The lap and shoulder belt must be properly adjusted.

In a collision, large forces are at work. In order to minimize the effects of these forces on vehicle occupants, automotive engineers design seat belts to hold drivers securely in their seats, allowing them to ride out the crash and avoid major contact with the vehicle interior.

When lap and shoulder belts are used properly, they spread the collision forces over the stronger areas of the body's skeleton. Using a seat belt could prevent damage and disfigurement to your face in the event of a crash.

3. Applicability of Policy:

The said policy will be applicable on all the Drivers who are operating ASCS Vehicles.





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4.Steps to success

No sooner you sit inside the vehicle, you need to buckle the seat belt, even before switching on the vehicle.

Buckle the seat belt, making sure the latch clicks firmly into place.

Adjust the lap belt so that it fits snugly across your hips and not your abdomen.

Make sure the shoulder belt retracts so that it fits snugly across your chest and over your shoulder.

Never wear your shoulder belt under your arm. In a collision, your upper body will pivot forward and your head will strike the vehicle interior. The belt will press into your abdomen and likely cause serious or even fatal injuries to internal organs.

The seat belts are less effective if they are not properly fitted. Bulky winter clothing or large body types can pose a particular risk. Always try to place the lap belt below the bottom edge or fold of a winter jacket or below the lowest part of your belly so that it sits closer to the lap than to the belly button.

The shoulder belt found in the front seat can be adjusted in height to improve the fit.





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4.Non-Compliance with the Policy:

Any staff member found to be guilty of non-adherence to the policy shall be discharged from the duty with immediate effect.

5.Policy Authority:

Any change in the policy needs to be approved by CFO & CEO jointly.





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THANK YOU

