

DRUG TESTING POLICY

Drug-Free Workplace

Neoinfinit Multicons Pvt Ltd is committed to maintaining a safe, healthy, and productive work environment and is a drug-free workplace. The use, possession, distribution, or sale of non-prescribed drugs or alcohol during work hours, on company premises, or while conducting company business is strictly prohibited.

Employees who report to work under the influence of drugs or alcohol, or who use drugs or alcohol during work time, will be subject to disciplinary action in accordance with company policy, up to and including termination of employment.

Drug Testing Policy

Under the Drug Testing Policy of **Neoinfinit Multicons Pvt Ltd**, all current and prospective employees may be required to submit to drug testing in accordance with applicable laws.

Prospective employees will only be asked to undergo drug testing after a conditional offer of employment has been extended and accepted. Employment with **Neoinfinit Multicons Pvt Ltd** is contingent upon testing negative for illegal substances.

This policy is intended to comply with all applicable state and federal laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent permitted by law.

Testing Procedures

- Employees will receive written notice before being required to submit to a drug test.
 - Employees must sign a testing authorization and acknowledgment form confirming awareness of the policy and their rights.
 - All drug testing will be conducted by a laboratory licensed and approved as required by applicable law.
 - All expenses related to required drug testing will be borne by **Neoinfinit Multicons Pvt Ltd**.
 - Employees may request the name and location of the testing laboratory prior to testing, in accordance with company procedures.
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Positive Test Results

If an employee receives notice of a confirmed positive test result:

- The employee will be given the opportunity to explain the result.
- The employee may request that the same sample be retested at a laboratory of their choice, where permitted by law.

If there is reasonable suspicion that an employee is working under the influence of illegal drugs or alcohol, the employee may be suspended with or without pay pending the results of a drug and/or alcohol test.

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Where drug or alcohol testing is part of a routine physical examination or random screening program, no adverse employment action will be taken until test results are received and reviewed.

Confidentiality

All drug testing results will remain confidential and will be handled in accordance with applicable privacy laws.

- Employees must sign a consent form prior to the release of test results.
 - Test results may be used in arbitration, administrative hearings, or court proceedings arising from the drug testing process.
 - Results will be disclosed to government agencies only when required by law.
 - If an employee is referred to a treatment or rehabilitation facility, test results may be shared with the designated counselor or medical professional, subject to appropriate consent.
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Neoinfinit Multicons Pvt Ltd reserves the right to amend or modify this policy in compliance with applicable laws. The company remains committed to enforcing this policy fairly, consistently, and lawfully to ensure a safe and healthy workplace for all employees.