



KB Associates Pte Ltd
A member of IMCA

ALCOHOL AND DRUGS POLICY

KB Associates Pte Ltd and subsidiary companies, KBA Training Centre Pte Ltd, KBA Marine Services Pte Ltd, KBA Engineering Pte Ltd and KB Access Pte Ltd are aware of its responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognizes that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

All employees, regardless of status, are expected to adhere to, and observe, current and future legislation, and both KB Associates Pte Ltd and subsidiary companies corporate, and client policies and rules regarding the consumption of alcohol and/or drugs whilst on, or reporting for, duty or whilst on company or client premises.

The consumption of alcohol on KB Associates Pte Ltd and subsidiary companies premises is not allowed except at authorized company functions or with the prior consent of senior management. Any employees, customers or clients regardless of status, found consuming either drugs or unauthorized alcohol on company premises, or thought unfit to carry out their normal duties through the unauthorized consumption of such, may be subject to disciplinary action.

KB Associates Pte Ltd and subsidiary companies corporate management expects all employees to cooperate with any justifiable request to produce breath, blood and/or urine samples, either by the company, client or any officer of the enforcing authorities. Failure to comply with such a request is a dismissible offence.

KB Associates Pte Ltd and subsidiary companies corporate management reserves the right to remove from site and suspend from work, training operation, any person suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation. Any person found to be in breach of legislation and/or either company or client policy or rules may be subject to disciplinary action for gross misconduct that may lead to summary dismissal.

All employee, training students, consultants, customer and clients shall be given a copy of this Drugs and Alcohol Policy which shall be explain to them. All KB Associates and subsidiary companies employees will be required to sign the "Employee Declaration on Alcohol and Drugs", giving their consent to initial and random testing.

Anyone taking prescribed or over the counter medication should inform his or her manager on reporting for duty and before actually commencing work or training with KB Associates Pte Ltd and subsidiary companies would prefer to help staff personnel that might have a problem, not penalize them. The Company will deal with all personnel that seek help and declare a belief that they have a problem concerning either alcohol or drugs sympathetically and support will be given where possible.

KB ASSOCIATES PTE LTD AND SUBSIDIARY COMPANIES

Signed

Date: - 22nd January 2010

Darren Brunton
Managing Director