**Drug & Alcohol Policy**

**Purpose:**  
To maintain a safe, healthy, and productive environment by preventing drug and alcohol misuse across all TQTI operations.

**Scope:**  
Applies to all employees, trainers, auditors, contractors, and trainees at TQTI premises or during institute-related activities.

**Procedure:**

In order to achieve compliance with this policy

1. All TQTI employees, trainers, auditors, contractors, and trainees shall abide to the legal requirements prevailing in Sultanate of Oman pertaining to handling, holding and consuming alcohol, prohibited drugs or intoxicating substances.
2. TQTI employees, trainers, auditors, contractors, and trainees shall not distribute, possess or use illegal or unauthorized drugs or alcohol on TQTI and its clients’ property, in connection with TQTI business or in a manner that may affect performance of TQTI responsibilities.
3. TQTI employees, trainers, auditors, contractors, and trainees whose behavior, judgement or performance is impaired by drugs or alcohol shall be prohibited from entering to TQTI or its clients’ premises or engaging in TQTI business such as driving vehicles or operating machines.
4. The only exception Only is where the medicines were supplied to the employee on prescription by a registered medical practitioner and are taken in the accordance with the prescription.
5. TQTI will assist anyone who voluntary comes forward with problem of drug and Alcohol.
6. When a reasonable suspicious that an employee is under of alcohol or drugs, a test shall be carried out.
7. Violators of above TQTI drug and alcohol guidelines will be subject to disciplinary measures that may include termination.

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**Dr. Samir Al Bahrani**

**Manager of Institute Next Review 25 / June / 2026**

**25 / June / 2025**