

Drug and Alcohol Policy

The Company takes the issue of the use of alcohol while at work, or prior to undertaking work as serious. More seriously, The Company will not tolerate any employee attending work while under the influence of an illicit drug.

This policy is intended to assist the company to evaluate a person's fitness to work, and to ensure that statutory requirements are met in this regard. This policy relates to all company sites and applies to all employees, subcontractors and visitors.

The primary objective of the Alcohol and Drug Policy is to;

- Provide a workplace in which employees, subcontractors and visitors are free to go about their business, without risk of injury from persons affected by Alcohol and other Deleterious Drugs.
- Enforce strict disciplinary procedures to those who test positive to alcohol and any other drug of addiction or prescription/non prescription drug that may impair work performance.

All persons entering a Company place of work shall be made aware of this policy and are required to adhere to it. This includes employees, prospective employees entering a workplace, subcontractors and visitors. This policy shall form part of all company induction processes.

Illicit Drug Use & Fitness for Work

If an employee is reasonably believed to be under the influence of an illicit drug while at work, that employee will be required to leave the workplace. If an employee is required to leave the workplace more than once as a result of a reasonable belief of Management that the person is under the influence of an illicit drug, that person shall be required to undertake a drug test via the Company Appointed Medical Providers prior to return to work. This shall be at the cost of the employee.

The Company believes that such measures are required as the Company take the health and safety of employees and others in the workplace very seriously. As the work undertaken by the Company employees can involve serious injury or even death if an accident occurs when a person may be under the influence of an illicit drug, the Company believes these measures are appropriate.

The use of prescription/non prescription drugs could create a potential for impairment of a person's safe and efficient performance of his/her duties. This includes but is not limited to drugs such as analgesics containing codeine, antidepressants, sedative antihistamines, and nasal decongestants containing ephedrine or pseudo ephedrine, (excluding benzodiazapines, barbiturates or methadone).

Where an employee or the employee's supervisor/manager doubts the fitness to work by reason of the consumption, use or anticipated consumption or use of any substance or substances (including prescription or non-prescription drugs), that person must obtain a letter from his/her medical practitioner confirming that such substance or substances does not, in the opinion of that medical practitioner, reasonably create a potential for the impairment of that person's safe and efficient performance of his/her duties.

Consumption of Alcohol & Fitness for Work.

The Company does not approve of the consumption of alcohol by employees during working hours (including during lunch) or prior to commencing work so that an employee is affected by alcohol during work.

No person shall be allowed to start work or stay at work with a BAC (Blood Alcohol Content) of greater than 0.00%.

There will be times when it is appropriate that employees be permitted to consume alcohol – such as during some celebrations, or at times at the end of the work day. If such consumption is appropriate (At the discretion of the Supervisor), employees have a duty to ensure they regulate their intake of alcohol in such a manner as to not become intoxicated. Under no circumstances may employees who do consume alcohol on such occasions return to work if their work activities in any way may be affected by the intake of alcohol in such a way as to form a danger to others.

Where employees regularly consume alcohol as part of their employment (e.g. employees engaged in entertaining clients) such employees are to moderate their consumption to avoid intoxication. If during the course of the consumption of alcohol during such work related functions any employee becomes intoxicated, they shall under no circumstances drive a vehicle from a work function or from the workplace. Management shall make arrangements such as cab charges available to employees in such situations. If you believe you may become intoxicated in such a situation, you should ensure beforehand that you have made suitable transport arrangements.

If management believes that an employee is becoming intoxicated, so as to be a danger to the health and safety of themselves or any other person, or in such a way that their work performance is diminished, or they cause the Company embarrassment, it shall be considered a breach of this policy which will be considered serious and where appropriate result in disciplinary action.

Submitting to Screening/Testing – Consent on Employment

Anyone who works at or visits a Company site may be required to undergo testing where the supervisor or company representative has suspicion as detailed in 1.0 & 2.0

A person who refuses a screening/testing shall be required to leave the workplace if deemed by the supervisor to be a risk to safety of him/herself and others and may be requested to take unpaid leave until the required medical certification has been provided (Drug & Alcohol Free). Employees may be subject to disciplinary action in accordance with the Company Drug and Alcohol Policy.

The Company will request testing of Individuals under the following circumstances:

- Where a Supervisor or Manager has reason to believe that an individual is adversely affected by alcohol or other drugs.
- Where an individual is involved in an accident, or in a near miss incident that has serious potential for injury or damage to equipment.
- Where an individual displays any unsafe behaviour or causes injury to any other person or commits an act of negligence or carelessness or shows disregard to safety.
- Where upon the reasonable request of any other employee who observes or becomes aware of behaviour or conduct as per the preceding points. The person making the request will also be tested. To ensure the name of the person making the request remains confidential; the Manager will be present during the test in place of the person making the request. The name of the person making the request shall not be divulged to any other person.

Positive BAC reading of more than 0.00%

If the person requests a blood test, the person shall be stood-aside pending test results. This process generally takes between 24 -36 hours. The person will be considered unfit for work and shall take paid sick leave (if accrued) and/or authorised unpaid leave until results of the blood test is known.

If the blood test result is a BAC of 0.00%-0.05% the person can return to work when their BAC is 0.00% and will be paid all overtime and allowance they would have otherwise received during the stand-aside period. The person shall receive a final written warning, and any subsequent warnings shall result in that employee's employment being terminated.

If the blood test result is a BAC of 0.05% or more, the termination procedures outlined above shall apply. The cost of the blood test and any other associated costs will be borne by the person being tested in these circumstances.

Consumption of Alcohol and other drugs of addiction, during work hours may possibly result in termination without notice, regardless of the blood alcohol level of the person consuming or possessing the intoxicating liquor or drug. If a subcontractor employee, the subcontractor will be requested to remove the person from site immediately.



Confidentiality

It is the responsibility of managers & Supervisors to enforce this policy in a sensible & sensitive manner.

The Company shall (subject to any statutory obligations in this regard) take all reasonable steps to ensure that any test results concerning any employee shall be and remain confidential between that employee and the Company. Details of test results will only be revealed to the National Operations Manager & the Risk & QA Manager for determining contributing factors in an accident. All information will be treated as strictly confidential except in cases where the employee chooses to divulge or authorise the release of test results.

Written records will only be maintained where necessary for confirmation and comparison of positive test results or for a record of disciplinary action. These written records will be kept in the person's file in a lockable cabinet. Access to the cabinet will be restricted and records kept strictly confidential.

Signed:

Position: Director

Date:.....