# Drug and alcohol policy

1. Policy
   * 1. Employees are expected to maintain the highest professional standards when conducting The Company business. The consumption of, or being under the influence of, alcohol or drugs during working hours, and the distribution, possession or use of illegal drugs, are in direct conflict with this goal.
     2. Alcohol and other impairing substance abuse is a danger to the users, fellow employees and the general public. Such abuse impairs the health and judgment of the user and is a threat to the safety of others.
     3. The Company is committed to providing an alcohol and drug free environment for all employees at all locations. Accordingly, all employees acknowledge that no alcohol is to be consumed or illegal or impairing drugs used by employees during their working hours, including meal breaks.
2. Guidelines
   1. Zero Tolerance
      1. The Company has a zero-tolerance policy to drugs and alcohol impairment at work. All employees and contractors must abide by their 'duty of care' and wider occupational health and safety duties, and not engage in any work while under the influence of or impaired by drugs and/or alcohol.
   2. Alcohol
      1. Reporting to work or working under the influence of alcohol is prohibited. Unauthorised consumption of alcohol during working hours or on The Company premises is prohibited.
      2. While it is a personal decision to lawfully use alcohol, it is essential that such use does not interfere with the official and safe performance of the individual’s duties, nor reduce his or her dependability, nor reflect on the employee or The Company.
   3. Drugs
      1. The manufacture, distribution, possession, disposition, sale, purchase of or use of illegal drugs by The Company employees during working hours is prohibited.
      2. An employee may not report to work, nor perform work, while under the influence of or impaired by any illegal drug. An employee may not report to work, nor perform work, if his or her judgment, coordination, or performance could reasonably become impaired during work due to the use of an illegal drug or substance.
      3. An employee may not perform work while under the influence of any legal or prescribed drug if they are affected to a degree which may affect job performance or endanger their own safety or the safety of any other person. It is an obligation of an employee to advise their manager if they have been prescribed and use medication that may have an effect on their work performance if it increases the risk to their own safety or the safety of others. This may require the Company to determine fitness for work.
3. Testing
   1. Reasonable suspicion of alcohol or drug use
      1. Where there is reasonable suspicion that an employee is under the influence of, or impaired by, alcohol or drugs (legal or illegal) during working hours, the Company can direct the employee to cease work immediately. The Company may direct an employee to undergo testing where there is a reasonable suspicion.
      2. Reasonable suspicion is based on a reasonable and definable belief that the employee is under the influence of or impaired by alcohol or drugs (legal or illegal) on the basis of specified, contemporary physical, behavioural, or performance indications of probable alcohol or drug use.
   2. Testing
      1. The Company reserves the right to require the employee to participate in a drug or alcohol test, for cause (reasonable suspicion) or random (non-targeted) testing.
      2. The Company reserves the right to require the employee to participate in a drug or alcohol test if an employee is involved in any safety incident (no suspicion required).
      3. The presence of any detectable or observable amount of alcohol or drugs in an employee is prohibited, and any infraction of these rules will result in disciplinary action.
      4. A breach of this policy may initiate disciplinary action including the termination of employment or subcontractor agreement.
4. Alcohol consumption at endorsed social functions
   * 1. Responsible levels of alcohol may be consumed at Company endorsed or approved social or business development functions.
     2. Employees or contractors who consume alcohol at such functions will not return to a Company or client worksite to perform work duties after attending such functions.
     3. Where attending such functions, alcohol consumption must be reasonable and in moderation at all times, and employees and contractors must only consume alcohol to the extent that it does not negatively affect their ability to perform the ongoing requirements of their position, and comply with Company policies.
5. Conduct which breaches this policy
   * 1. The maintenance of a safe workplace is vital. Conduct which breaches this policy is unacceptable.
     2. Depending on the severity and circumstances, breach of this policy may lead to disciplinary action, regardless of the seniority of the particular employee involved.
     3. Disciplinary action might include any of: demotion; a formal warning; and dismissal.
6. Employee assistance
   * 1. The primary intent of this policy is to ensure the health and safety for all workforce participants.
     2. The Company recognises that drug and alcohol abuse can be successfully treated and is committed to helping employees who suffer from these problems, while holding them responsible for their own actions.
     3. As such the Company may seek to assist those who may need it, found in breach of this Policy. The Company may provide any necessary information to employees who suffer from drug or alcohol use problems, and refer them to an appropriate treatment provider in the event that treatment may be required.
     4. Any information regarding an employee’s condition will be treated in the strictest of confidence and in accordance with the Privacy Act 1998 (Cth). No referrals will be made or information provided to other parties without the permission of the employee involved.
     5. However, it is to be noted that the Company holds health and safety for all workforce participants as its primary focus and, while intending to provide assistance to those who may need it, the Company will take appropriate action required to ensure it meets its health and safety duties.
7. Further information

If you have any questions about this policy, please speak with your manager.