

1. Introduction

The Organisation is committed to providing a safe workplace and ensuring the health and safety of all workers by preventing and reducing harm associated with workers being impaired by alcohol or drugs at work. The organisation is also committed to the establishment of programs and attitudes that contribute to a safe working culture. We endeavour to maintain a positive professional profile with customers, suppliers and other members of the public.

The use of drugs or alcohol jeopardises a safe workplace. The Organisation recognises alcohol and other drug dependencies as treatable conditions and encourages those persons who may be subject to such dependency to seek assistance from appropriate organisations or support groups.

The Organisation has a zero tolerance approach towards the presence of illicit drugs within the workplace. This includes the discovery of a worker with possession of an illicit substance, and any testing which results in a non-negative reading of a substance within a worker's system above the detectable limit while at work.

Workers are not permitted to work while under the influence of alcohol and must conduct themselves responsibly at all times. For the purposes of this policy and due to the nature of your work, if at any time you are required to operate vehicles, heavy or otherwise, machinery or other high risk work, the blood alcohol content limit is zero (0.00%).

Alcohol may be consumed at some Organisation events. Where this is the case, the Organisation encourages responsible alcohol consumption and at no time should you be drunk or behave in a manner which is inappropriate.

Non-compliance with this policy and any associated procedure by workers may result in disciplinary action up to and including termination.

2. Scope

This policy applies to permanent full time / part time workers, casual and on-hire workers of Pace Appointments Qld Pty Ltd.

3. Organisational responsibilities

It is the Organisation's responsibility to:

- Direct any worker reasonably suspected of being under the influence of drugs or alcohol away from the work area;
- Arrange for a safe option of transport home for any worker under the influence of drugs or alcohol;
- Request workers to see a medical practitioner if it is reasonably suspected that they are under the influence of drugs or alcohol;
- Provide information regarding internal and external support systems available to the worker.

4. Workers responsibilities

It is the workers to responsibility to:

- Understand and comply with this policy;
- Attend work free from the impairment of alcohol and other drugs;
- Consult with the Organisation if they believe they are impaired by alcohol or drugs whilst at work.

The Organisation encourages all its workers to discuss any prescription drugs they are taking with their doctor to determine whether use of the drug will impair their ability to operate tools, machinery or equipment or carry out work tasks. The Organisation also encourages workers consult with their Manager at an early stage, to ensure that the Worker is capable of performing their work tasks whilst taking the prescribed drugs.

Managers of the Organisation are expected to monitor their own reports, and to investigate situations that may breach this Policy. Appropriate steps should be taken to deal with the Worker if the Manager suspects that a Worker behaviour, actions or conduct suggest that they have breached this policy.

5. Worker assistance

If a worker thinks he/she has an alcohol or drug problem that is affecting their ability to perform the inherent requirements of their role, the Organisation encourages workers to ask for help at an early stage (that is, before the problem is the subject of disciplinary action), without fear of punishment. Such discussions will be kept confidential.

At the Organisation's own discretion, it may provide a worker with access to an Worker Assistance Program ("EAP"), through an appropriate EAP provider. The purpose of the EAP is, amongst other things, to assist workers who voluntarily seek help for Alcohol and/or Drug dependence problems. Participation by any Worker in the EAP will be regarded as confidential.



6. Alcohol & drug testing/screening

During employment or engagement, the Organisation may require a worker to undergo a drug and alcohol screening or testing to monitor compliance with this Policy. For employees, this may include pre-employment testing. Testing may be conducted based on reasonable suspicion or following an incident or accident. The Organisation reserves the right to carry out random testing across all levels of workers.

The following provides examples of activities which may result in disciplinary procedures, up to and including termination of your employment or engagement with the Organisation. If you:

- are removed from the workplace due to impairment or reasonable suspicion of impairment;
- return a positive result following testing;
- return a blood alcohol level of more than 0.00 or the equivalent in urine or breath samples;
- refuse reasonable direction to undertake drug and alcohol screening; or
- are in possession of illegal drugs for supply or consumption in the workplace or the Organisation's vehicles.

This list is not exhaustive.

If you perform work on a client site which conducts regular or random drug and alcohol testing, you will be required to participate.

Where you are suspected of being affected by drugs or alcohol, you may be required to participate in appropriate testing. Positive readings at any time will result in disciplinary procedures up to and including termination of your employment or engagement with the Organisation.

If you return a positive result or refuse to participate in testing, you will be required to cease work immediately and leave the workplace. This time will be unpaid until such a time that you are fit to return to work. You will not be able to return to the workplace until you return a negative result. If you are required to leave the workplace, you will be required to report to management on your return or when you are no longer under the influence of drugs or alcohol, to discuss the incident.

7. Host company policies

Where a person is working for clients of the Organisation ("Host Company"), they must comply with the Host Company's policies relating to drugs and alcohol and related testing methods. Host companies may also conduct unannounced searches for drug or alcohol on company premises, and may conduct random alcohol and drug testing, subject to their own policies.

8. Prescribed/over-the-counter medication

Workers who are taking any prescribed/over-the-counter medication or drugs which may affect their ability to perform their work must notify the Organisation as soon as possible. You may be required to produce a medical certificate stating that you are fit for work or specifying any restrictions.

9. No smoking policy

Smoking on the premises not permitted. You are only permitted to smoke in designated areas and during your breaks.