

'Pace' means Pace Appointments (VIC) Pty Ltd.

Scope

This policy applies to all direct employees, on-hire employees and contractors whilst at any workplace of Pace and any other place where the employee performs work for Pace.

Introduction

Pace is committed to providing a safe workplace and ensuring the health and safety of all employees by preventing and reducing harm associated with employees being impaired by alcohol or drugs at work. Pace 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 clients, suppliers and other members of the public.

We recognise that involvement with alcohol and drugs can have serious repercussions for employees and their performance in the workplace. Incidents involving inappropriate drug and alcohol use can also impact an individual's friends and family as well as Pace's reputation.

Pace responsibilities

It is Pace's responsibility to:

- Direct any employee 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 employee under the influence of drugs or alcohol;
- Request employees 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 employee.

Managers of Pace 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 employee if the manager suspects that a employee's behaviour, actions or conduct suggest that they have breached this policy.

Employees responsibilities

It is the employees responsibility to:

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

Notify management if they are taking any medications that may affect their ability to perform their duties safely. A employee is not required to reveal the nature of the condition being treated or the type of medication, only that they are taking medication which has the potential to adversely impact upon safety.

Worker assistance

If a employee thinks he/she has an alcohol or drug problem that is affecting their ability to perform the inherent requirements of their role, Pace encourages employees to ask for help from their manager or management team 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 Pace's own discretion, it may provide a employee with access to an Employee Assistance Program ("EAP"), through an appropriate EAP provider. The purpose of the EAP is, amongst other things, to assist employees who voluntarily seek help for alcohol and/or drug dependence problems. Participation by any employee in the EAP will be regarded as confidential.

Host company policies

Where an individual is working for clients of Pace ("Host Company"), the on-hire employee 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.

Prescribed/over-the-counter medication

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

No smoking policy

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

Breach of this policy

Any employee who is found to have breached this policy may be subject to disciplinary action, up to and including termination.