

***Your Business Name* Drugs And Alcohol Policy**

About

Employees and other workers are expected to maintain the highest professional standards when conducting Company business. You must present for work sober and not under the influence of alcohol, non-prescription drugs or prohibited substances.

Being under the influence of, or the consumption, use, possession, purchase, sale or transfer of alcohol, illegal or non-prescription drugs or any prohibited substance at work or during work hours (including during meal breaks) is strictly forbidden. Disciplinary action including but not limited to summary termination may be taken where this is breached.

While it is a personal decision to lawfully use alcohol outside of work hours, it is essential that such use does not interfere with the safe performance of your duties, your ability to complete your work, or the reputation of the Company.

Further, an employee may not report to work, or perform work, if their judgment, coordination, or performance could reasonably become impaired during work due to the use of alcohol, illegal or non-prescription drugs or any prohibited substance.

Specific exceptions

At approved Company or social functions, moderate alcohol consumption may be permitted. However, intoxication at such events is prohibited and all employees and other workers must conduct themselves in a professional manner at all times.

If you must take prescribed medication which may impair your ability to perform your job safely and/or effectively, you must advise Person Responsible - Company Representative before performing any duties so that steps can be taken as necessary to ensure your safety and the safety of others.

Testing

The Company may require alcohol and/or drug screening including pre-employment testing. Such testing may be conducted on a random basis, be based on reasonable suspicion, or occur after an incident or accident. If you perform any of your functions on a client site at any time, you may also be required to participate in regular or random drug and/or alcohol testing.

If you refuse to participate, return a result suggesting you have consumed drugs and/or alcohol, or there is a reasonable suspicion that you are under the influence of drugs and/or alcohol, you will be required to cease and leave work immediately, and may be subject to disciplinary action.

If you are sent home as a result of this policy it will be on an unpaid basis until you are fit to return to work and have returned an acceptable result. Upon returning to work, you may be required to report to a disciplinary meeting or undertake counselling or rehabilitation before a return to work is scheduled.

Any action taken due to a reasonable suspicion will be based on a reasonable and clearly definable belief that the employee is under the influence of alcohol or using an illegal drug or other prohibited substance, based on specific and current or ongoing physical, behavioural or performance indications of probable alcohol or drug use.

Smoking

Employees and other workers are prohibited from smoking on Company premises and any Company vehicles where applicable.

Employee assistance

The Company recognises that drug or alcohol abuse, or the abuse of other substances can be successfully treated and is committed to helping employees and other workers who suffer from these problems, while holding them responsible for their own recovery.

The intent of this policy is to offer a helping hand to those who need it and ensure a safe working environment for all workers. The Company will provide any necessary information to the employee and referral to an appropriate treatment provider in the event that treatment is required.

Personal or other leave may be made available for any incidental time required off work. Arrangements to take appropriate leave will be made with the employee for any extended periods of time off work, based on the advice of a treatment provider and accompanied by a medical certificate.

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.

If you have any questions about this policy, please contact ***Person Responsible - Company Representative.***