

Policy Name:	Drug, Alcohol & Smoking Policy
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Responsibility of Policy:	People & Culture

Policy Statement

The company is committed to a safe workplace. Employees and contractors must be fit for duty and not affected by drugs or alcohol while working or performing work-related duties or attending work functions. Drugs and alcohol can impair judgement, safety and performance, and may put colleagues, customers, suppliers and the public at risk. Leaders and team members both have responsibilities under this policy. Support is available for any team member concerned about their drug or alcohol use.

Purpose

The purpose of this policy is to maintain a work environment free from illegal drugs and the adverse effects of alcohol and other impairing substances.

Scope

This policy applies at all company workplaces, customer and supplier premises, company events, work-related functions, online forums, and company-owned or leased vehicles used for work. Visitors, clients and customers must also comply with this policy where relevant. It applies to all work-related activities, including conferences, work lunches, client functions and social events.

Taking Care for Your Own Safety

Team Members have an obligation to take reasonable care for their own safety and to ensure that their acts and omissions do not adversely affect the health and safety of other persons.

Company Expectations

All Team Members must report fit for duty and be able to perform their duties safely, without impairment from alcohol, Illegal Drugs, prescription or over-the-counter medication, or any other substance. You must not work for the company if you are impaired by alcohol or prescription medication, or if you have taken Illegal Drugs. This includes:

- starting or returning to work, or performing your duties at the workplace or any other work-related location, including driving; or
- representing the company at any function, activity, conference or meeting.

If you are affected by alcohol or prescription medication, or have taken Illegal Drugs, you may be directed to go home or perform other duties. You must follow these directions. Failure to do so may result in disciplinary action, up to and including termination of employment or engagement.

Alcohol

Team Members must not attend the Workplace if alcohol may adversely affect their performance or conduct. This is particularly important for roles that may affect their own or others' safety. If an employee is unfit to perform their duties safely due to alcohol, they must not remain at the Workplace.

Team Members who choose to drink alcohol must:

- ensure alcohol does not affect their judgement or work performance, including compliance with company policies;
- seek medical advice or counselling if concerned about their alcohol consumption; and
- comply with all alcohol-related laws while at the Workplace or representing the company.

Team Members who attend a work-endorsed event or social function where alcohol is permitted and choose to drink must:

- drink responsibly;
- not drink to the point of impairment;
- not provide alcohol to anyone under 18 years of age;
- maintain appropriate standards of behaviour at all times;
- behave responsibly and professionally, and not damage the company's brand or reputation;
- comply with the licence holder's responsible service of alcohol requirements;
- arrange safe transport to and from the event if transport is not provided; and
- not attend work-endorsed events or social functions while affected by Illegal Drugs.

Being under the influence of alcohol is not an excuse for misconduct or breaches of the Code of Conduct or any other company policy, and alcohol-related memory loss does not reduce your responsibility.

Illegal Drugs

Team Members must not:

- bring or possess Illegal Drugs at work;
- sell, distribute or dispense Illegal Drugs, prescription medications or non-prescription medications at the Workplace;
- take, smoke, inject or consume Illegal Drugs at work or while working; or
- attend work or perform work-related activities if affected by Illegal Drugs.

These actions may constitute serious misconduct and may result in summary termination of employment. They may also be criminal offences, requiring the company to notify police or another appropriate authority. The company may also take any other action required by law or considered necessary in response to alleged Illegal Drug use, sale, distribution or possession in the Workplace. A Team Member who is unfit to perform their duties safely due to Illegal Drugs, including come-down effects, must not remain at the Workplace.

Taking Prescription and Non-prescription Medications

Team Members must check with a doctor or pharmacist whether prescription or over-the-counter medication may affect their ability to work safely. If it may, advise your Leader as soon as possible. Your Leader may ask you to speak with your medical practitioner, or seek your consent to do so, to determine what work you can safely perform. A Team Member who is unfit to perform their duties safely due to medication must not remain at the Workplace and will be directed to take personal leave. You must understand the effects of combining alcohol with medication and limit your alcohol consumption accordingly. Team Members must not operate motor vehicles, plant or equipment if their safety, or the safety of others, may be at risk.

Smoking

The company has a no smoking policy, including e-cigarettes and vapes, in all workplaces and vehicles. Smoking is strictly prohibited in any Workplace in accordance with legislative requirements.

Designated smoking areas must be used at all locations.

Team Members should not smoke at street level outside buildings.

Testing

If the company determines that a Team Member has consumed Illegal Drugs, is under the influence of alcohol at the Workplace, or is affected by prescription or over-the-counter medication that may impair their ability to work safely, the Team Member must undergo a medical assessment by a medical practitioner chosen by the company.

The company may take disciplinary action, up to and including termination of employment or engagement, if a Team Member refuses to undergo the assessment.

Company Vehicles

No person may drive under the influence of alcohol (that is, over the legal limit) or Illegal Drugs. Team Members required to operate a registered motor vehicle or vessel on a public road as part of their work must immediately report to their Leader any alcohol- or drug-related offence that results in the loss, suspension or restriction of their driver's licence.

The company accepts no liability for damage to a company vehicle, injury to any person, or loss or injury to any third party where the driver is in breach of this policy or the law.

Liability rests with the driver. The company does not condone driving any vehicle under the influence of alcohol or drugs.

Leaders' Responsibilities

When alcohol is served at work or a work function, Leaders must take all reasonable steps to ensure it is served responsibly. So far as is reasonably practicable, this includes ensuring:

- everyone understands their obligations under this Policy; and
- non-alcoholic drinks and food are available.

If you observe drinking games, rapid drinking or similar behaviour, take action to stop it.

You must act if anyone, including a visitor, drinks excessively or is affected by alcohol.

Alcohol must not be served to anyone under 18 or already affected by alcohol.

Work-related events or functions where alcohol is served must be supervised. So far as is reasonably practicable, Leaders must ensure:

- no Team Member performs work if affected by prescription or over-the-counter medication, alcohol, or suspected Illegal Drugs; and
- Team Members understand the requirements of this Policy and the Code of Conduct.

Employee Assistance Program (EAP)

If you think you have a problem, employees have 24/7 access to EAP, provided by Centre for Corporate Health, for free, independent and confidential counselling with professionally qualified psychologists. Available nationwide, via phone or face-to-face consultation. Contact: 1800 959 956.

Consequences of Breaching This Policy

You must comply with this Policy at all times. Breaches may result in disciplinary action, up to and including termination of employment or engagement.

The action taken will depend on the circumstances and seriousness of the breach.

Serious breaches may result in summary termination of employment or engagement.

The company may also take any other action it considers necessary or is required to take by law in response to an alleged breach of this Policy.