

ALCOHOL AND DRUGS POLICY

This Alcohol and Drugs Policy establishes principles that must govern our conduct.

The goal and this policy shows:

- How to ensure Employees are fit for work and carry out their duties in a safe manner unimpaired by drugs or alcohol.
- How to Assist Employees at all levels in understanding how the use (and/or abuse) of these substances can impact health, safety and work performance of individuals and their colleagues.
- How to provide appropriate support to Employees who identify with health problems related to the use of alcohol or drugs.
- How to ensure the health and safety of Employees and members of the community is not compromised.

This policy applies to everyone and not all employees at comply services.

All Employees have a duty of care while at work to take reasonable care for their health, safety, and that of others who may be affected by their acts or omissions. Specifically:

- Employees are to present Fit for Work and not under the undue influence of drugs or alcohol.
- Employees may not consume alcohol on workplace, or in client site, without approval for an authorized function has been gained by the CEO.
- Employees must not sell, share or be in possession of illegal drugs in the workplace.
- Where an Employee is suspected to be unfit for work/impaired as a result of alcohol or drug use or had an incident in the workplace they may be tested in accordance with this Policy.

Where required saliva and/or breath testing will be used. Saliva and breath testing is noninvasive and used to detect recent use, therefore focused only on whether the Employee is fit for work.

Testing may be undertaken for the following reasons; pre-employment, Reasonable Suspicion, Incident and Causal.

RESPONSIBILITIES

Employee Responsibilities

- Arrive at work unimpaired by alcohol or other drugs and carry out your normal work activities without exposing yourself or others to health and safety risks.
- Comply with legal where this is required and/or in compliance with the Victorian Road Rules, or other legislation or regulations.

- Clarify with your doctor or pharmacist if the medication you have been provided could impair your ability to safely perform your role. Advise your manager or supervisor if you or your doctor believes your prescribed/over-the-counter (OTC) medication may affect your work or you are experiencing unexpected side effects. This information will be managed confidentially.
- Report any concerns to your supervisor immediately if you think alcohol or other drug use by another Employee may affect theirs and/or others safety. This information will be managed confidentially.
- Comply with any drug and alcohol testing as required by the organisation in line with this Drug and Alcohol Policy and the related Drug and Alcohol Procedures document.
- Immediately notify your supervisor of any change in your license or permit for vehicles/plant that may affect your ability to undertake your allocated tasks.

Manager, Supervisor Responsibilities

- Ensure all Employees and contractors under their supervision are aware of the terms of this Policy.
- Ensure appropriate action is taken in the event of an issue arising.
- Provide and maintain a safe working environment that is without risks to the health and safety of Employees, as is reasonably practicable.
- Manage any change in an Employee's work performance that may be due to alcohol or other drug use issues.
- Instruct an Employee to stop their work immediately and, if necessary, remove them from the workplace where it is suspected an Employee is impaired due to alcohol and/or drugs, and there is a perceived risk to the individual or others.

Managing Director
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