

Drug and Alcohol Policy

DRUG AND ALCOHOL POLICY

Policy	Fencing Solutions Pty Ltd Drug and Alcohol Policy
Version	Version 1
Effective Date	14 September 2020
Approval By	Ray Formosa, Managing Director A1 Building & Fencing Solutions Pty Ltd
Approval Date	14 September 2020
Next Review	14 September 2021

* Unless otherwise indicated, this policy will apply beyond the review date.

1. POLICY OBJECTIVE

The purpose of this policy is to outline Fencing Solutions Pty Ltd requirements in relation to allocated consumption or influence of drugs and alcohol in the workplace.

We aim to make sure that all workers are aware of what is expected of them and what the outcome may be related to drug and alcohol misuse.

Fencing Solutions have a “**ZERO TOLERANCE**” level requirement for drugs and alcohol in the workplace. You are not permitted to work under the influence of drugs or alcohol.

2. SCOPE

This policy applies to all Employees and Contractors of Fencing Solutions

3. DEFINITION

For the purposes of this policy the following definitions are outlined:

The Company - refers to Fencing Solutions

Contractor - refers to any person or entity engaged by the Company to perform duties on behalf of the company as a representative of the Company.

Employee - refers to any person directly employed by the Company on either Full Time, Part Time or Casual Basis.

Drug – Includes any kind of drug or medication that is both prohibited and not prohibited by law. It is a natural or synthetic substance which when taken affects it's functioning or structure, and is used in the diagnosis, mitigation, treatment, or prevention of a disease or relief of discomfort.

Illicit Drugs - Drugs which are generally prohibited by law with examples including but are not limited to marijuana, ice, cocaine, speed, ecstasy and heroin.

Over the Counter Medication – Drugs that can be obtained without a prescription.

Prescribed Medication – Is a pharmaceutical drug that legally requires a medical prescription to be dispensed.

Risk – Risk is the chance of the potential harm from an identified hazard. It is measured by assessing the likelihood of exposure to the hazard and the resulting consequences.

Drug and Alcohol Policy

4. DESCRIPTION

In the event that drugs or alcohol are found on company premises, an investigation of the matter to determine who is responsible for the drugs or alcohol, or require workers to undertake a drug or alcohol test.

Drug and Alcohol Use

It is a requirement that no employee is permitted to consume alcohol or any illegal or recreational drugs of any kind before, or during hours of work. Some examples of illegal drugs include but are not limited to marijuana, ice, cocaine, speed, ecstasy and heroin. It also includes the period whilst on paid or unpaid breaks. If an employee is deemed to be affected by drugs or alcohol, they will not be permitted to start or complete their shift and will not be paid for the time not worked. Employees who are unsure if a particular drug, substance or form of medication is illegal, must seek the advice of a registered medical practitioner about the matter.

In-conjunction, any employee found to be in possession or, selling or supplying illicit drugs (not including being in possession of authorised prescribed medications and/or over the counter medications) whilst at work may also be asked to leave the premises and may also be subject to disciplinary action which may result in termination of employment for serious misconduct.

Fencing Solutions is committed to the health and wellbeing of its employees and will endeavour to offer education and training to employees and increase awareness of the effects of Drug and Alcohol use in the workplace.

Prescription and Non-Prescription Medication or Drugs

Fencing Solutions understands that workers may need to take prescription or non-prescription medication or drugs from time to time. Should an employee need to take legal non-prescription drugs or medication prescribed by a practitioner, the employee must abide by any warnings issued with these drugs.

The employee must advise the Supervisor or Manager prior to the commencement of their rostered shift. This also includes notifying them of any side-effects of the drugs or medication so that appropriate precautions can be taken to avoid accidents from occurring or disruption to work.

Rehabilitation and Counselling

Without prejudice to our policies and subject to legal and regulatory requirements, alcohol or drug dependency can be recognized by Fencing Solutions as an illness.

An employee with a dependency on drugs or alcohol should be treated in the same way as an employee with any other illness. They are expected to seek help and follow rehabilitation treatment, including counselling and specific treatment programs necessary to assist them to achieve a sustained or permanent break from dependency.

At all times Fencing Solutions encourages employees to come forward and seek help from Fencing Solutions if they have a drug or alcohol dependency and will be treated confidentially.

Drug and Alcohol Policy

Exception

While at work or during the course of your work you must not consume alcohol or drugs, we may approve exceptions, such as a social event at Christmas, all workers will be advised of the conditions for such an event.

Responsibilities

- You are not to start or return to work while affected by alcohol or other drugs.
- You are not to drink alcohol or take drugs on company premises, in company cars or at any time during your work hours with our company.
- You are not to possess, distribute or consume alcohol or drugs at work.
- Workers who are aware of any changes in behavior of their co-workers and have the grounds to believe that person's ability to work safely may be impaired, have a responsibility to report it their supervisor so action may be taken.
- If you are required to take prescription drugs that may affect your ability to perform your job tasks (e.g. driving, operating machinery) you are to notify your supervisor before starting work. Failure to advise may constitute misconduct.
- You may be subject to regular or random drug and alcohol testing at our client's premises.
- We may introduce random or regular drug testing in addition to pre-employment drug testing program that we already have.

5. NON-COMPLIANCE

Non-compliance by Employees or Contractors working on site who fails to comply will be subject to disciplinary action that may include the termination of their employment contract or contractor agreement.

Failure to comply with the Drug and Alcohol policy within the administration team will similarly result in disciplinary action up to and including the termination of employment.

ACKNOWLEDGEMENT

I hereby acknowledge the Company Policy related to Drugs and Alcohol.

I confirm, I understand the content of this policy and its direct relation to my role within the Company.

I understand that my failure to comply with this policy may directly result in disciplinary action being taken or termination of my employment/ agreement with the Company.

Employee/Contractors Name: _____

Signature: _____

Date: _____