

## Drug and Alcohol Policy

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*Alliance Cleaning Pty Ltd* take the issue of the use of alcohol while at work, or prior to undertaking work as serious. More seriously, we will not tolerate any employee attending work while under the influence of an illicit drug.

This policy is intended to assist the company to evaluate a person's fitness to work, and to ensure that statutory requirements are met in this regard. This policy relates to all company sites and applies to all employees, subcontractors and visitors.

### 1. Commitment and Communication

The primary objective of the Alcohol and Drug Policy is to;

- 1.1 Provide a workplace in which employees, subcontractors and visitors are free to go about their business, without risk of injury from persons affected by Alcohol and other Deleterious Drugs.
- 1.2 Enforce strict disciplinary procedures to those who test positive to alcohol and any other drug of addiction or prescription/non prescription drug that may impair work performance.

All persons entering our place of work shall be made aware of this policy and are required to adhere to it. This includes employees, prospective employees entering a workplace, subcontractors and visitors. This policy shall form part of all induction processes.

### 2. Illicit Drug Use & Fitness for Work

- 2.1 If an employee is reasonably believed to be under the influence of an illicit drug while at work, that employee will be required to leave the workplace. If an employee is required to leave the workplace more than once as a result of a reasonable belief of Management that the person is under the influence of an illicit drug, that person shall be required to undertake a drug test via our Appointed Medical Providers prior to return to work. This shall be at the cost of the employee.
- 2.2 *Alliance Cleaning Pty Ltd* believes that such measures are required as we take the health and safety of employees and others in the workplace very seriously. As the work undertaken by our employees can involve serious injury or even death if an accident occurs when a person may be under the influence of an illicit drug, the company believes these measures are appropriate.
- 2.3 The use of prescription/non prescription drugs could create a potential for impairment of a person's safe and efficient performance of his/her duties. This includes but is not limited to drugs such as analgesics containing codeine, antidepressants, sedative antihistamines, and nasal decongestants containing ephedrine or pseudo ephedrine, (excluding benzodiazapines, barbiturates or methadone).

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Where an employee or the employee's supervisor/manager doubts the fitness to work by reason of the consumption, use or anticipated consumption or use of any substance or substances (including prescription or non-prescription drugs), that person must obtain a letter from his/her medical practitioner confirming that such substance or substances does not, in the opinion of that medical practitioner, reasonably create a potential for the impairment of that person's safe and efficient performance of his/her duties.

### 3. Consumption of Alcohol & Fitness for Work.

- 3.1 We do not approve of the consumption of alcohol by employees during working hours (including during lunch) or prior to commencing work so that an employee is affected by alcohol during work.
- 3.2 No person shall be allowed to start work or stay at work with a BAC (Blood Alcohol Content) of greater than 0.00%.

If management believes that an employee is becoming intoxicated, so as to be a danger to the health and safety of themselves or any other person, or in such a way that their work performance is diminished, or they cause us embarrassment, it shall be considered a breach of this policy which will be considered serious and where appropriate result in disciplinary action.

### 4. Confidentiality

- 4.1 It is the responsibility of *Alliance Cleaning Pty Ltd* Managers and Supervisors to enforce this policy in a sensible and sensitive manner.
- 4.2 *Alliance Cleaning Pty Ltd* shall (subject to any statutory obligations in this regard) take all reasonable steps to ensure that any test results concerning any employee shall be and remain confidential between that employee and the company.
- 4.3 Written records will only be maintained where necessary for confirmation and comparison of positive test results or for a record of disciplinary action. These written records will be kept in the person's file in a lockable cabinet.
- 4.4 Access to the cabinet will be restricted and records kept strictly confidential.

**Approved By:** IBRAHIM AL-SADOON

**Dated:** 15<sup>th</sup> Spetember 2020