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Alcohol and Drug Policy

Policy Statement

Alcohol and drug use is an important occupational health and safety issue. Carriage Global (s) Pte Ltd is committed to providing a safe and healthy working environment for its employees, contractors, clients and visitors. CGS is concerned about factors that adversely affect the ability of employees to perform tasks safely and productively. We recognise that alcohol and drug use can: ♦ Impact workplace safety ♦ Negatively affect job performance and productivity ♦ Cause injuries on the job ♦ Increase absenteeism ♦ Negatively affect morale within the organisation. This policy provides the foundation for a supportive environment that addresses factors that may contribute to alcohol or drug use. It also provides for information, education and support for employees, and performance management when appropriate.

Policy Purpose

This policy seeks to reduce the risks posed by the use of alcohol or drugs (including prescription drugs and over-the-counter medications) in the workplace. It aims to ensure that CGS employees are able to carry out their duties in a safe and responsible manner.

The policy describes the reasonable actions to be taken by CGS to control the occupational health, safety and productivity risks arising from alcohol or drug use. It also provides guidance for managers and supervisors to reduce the health risks and other consequences of alcohol and drug use amongst CGS employees.

Policy Objects.

The objectives of the policy are to:

- ♦ Define the responsibilities of CGS in managing the occupational health and safety and productivity risks of alcohol and drug use
- ♦ Provide guidance for the management of an employee whose work safety and/or performance may be adversely affected by alcohol or drug use
- ♦ Provide training/information on alcohol and drug use and the adverse effects use can have on people and performance in the workplace
- ♦ Provide guidance on the rehabilitation and management of employees adversely affected by alcohol or drug use including access to assessment, counselling and treatment services.

Policy Scope

The policy applies to all CGS employees including temporary and casual employees, and contractors.

Policy Principle.

Employees must not possess, distribute, sell or consume illegal drugs in the workplace. The possession, distribution, selling, or consumption of illegal drugs on CGS premises (including lunchrooms, change rooms and car parks) may result in dismissal and referral to the Police.

Employees must not consume alcohol while at work or on CGS premises, including lunchrooms, change rooms and car parks, except when authorised to do so by the CEO for a company event. Employees must not be adversely affected, in their ability to perform their duties safely and competently, by alcohol or drugs. Employees observed to be adversely affected by alcohol or drugs may face disciplinary action, including dismissal. Employees using prescription drugs or over-the-counter medications for medical treatment must consult with their supervisor to ensure side effects of use do not adversely affect occupational health and safety or work performance. Assistance and support will be offered to employees where there is a perceived or identified alcohol or drug use or dependency problem.

Employer Responsibility

CGS management is responsible for the overall implementation of the policy and addressing organisational factors that may contribute to alcohol and drug use including:

- ◊ Ensuring suitable alcohol and drug training is provided to supervisors, employee representatives and other employees responsible for policy implementation
- ◊ Ensuring suitable alcohol and drug information and education is provided to all employees
- ◊ Ensuring appropriate support and assistance is available to employees with alcohol and/or drug problems
- ◊ Ensuring [Workplace name] sponsored events involving alcohol are conducted in line with the Guidelines on the Use and Management of Alcohol at [Workplace name] Functions
- ◊ Monitoring the effectiveness of the policy and gaining feedback from employees to improve and amend as necessary

Individual managers and supervisors will be responsible for supporting implementation of these initiatives. This includes ensuring employees are aware of the requirements of the policy, the support available and the consequences of noncompliance with the policy. Managers and supervisors are responsible for taking action when work performance suffers or individuals are endangered. Action will be taken when:

- ◊ Work performance is affected by the consumption of alcohol or drugs
- ◊ The affected worker is in a state that endangers his or her own safety or the safety of any other person at work
- ◊ A worker is found in possession of open alcohol on CGS premises when drinking alcohol has not been sanctioned/approved by the CEO
- ◊ A worker is found in possession of illegal drugs on CGS premises
- ◊ A worker is found in possession of prescription drugs on CGS premises without justification
- ◊ A company staff member is found to be driving a motor vehicle under the influence of illegal drugs or alcohol (over the legal limit) during working hours.

Employee Responsibility

Employees have a responsibility to be fit for duty and not to be adversely affected by alcohol or drug use to the extent that it impacts on work performance or safety. Employees:

- ◊ Must at all times carry out their duties and responsibilities in a safe manner
- ◊ Should not be adversely affected by alcohol or drugs (including prescription or over-the-counter drugs) during working hours
- ◊ Should not consume alcohol or drugs (other than authorised prescription drugs or over-the-counter medications) during working hours or on CGS premises, including lunchrooms, change rooms or car parks

Should not be in possession of illegal drugs (or prescription drugs without justification), nor purchase, sell or store such drugs on CGS premise. When using prescription drugs or over-the-counter medications for medical treatment purposes, employees must establish if there are any potential side effects of use that could adversely affect their safety and inform their supervisor of such use and potential effects. Employees who have concerns about themselves or other employees due to possible alcohol or drug use (including prescription drugs) should consult with their supervisor, manager, or occupational health and safety representative. There may be certain occasions where alcohol is available at CGS functions. On these

occasions the Guidelines for the Responsible Serving and Use of Alcohol at CGS Functions will apply and employees who consume alcohol should do so in a safe and responsible manner.

Policy Procedures

Where, in the opinion of a manager or supervisor, an employee is unfit to safely perform their duties, possibly because of the effects of alcohol or drugs (including prescription drugs and over-the-counter medications), or any other cause, they will be quickly and safely removed from the work area. The employee may be required to undertake a medically supervised drug/alcohol test to assess fitness for work. A brief interview with the employee will, where practicable, be conducted to give the employee an opportunity to explain his/her actions. If the manager remains of the view that the employee cannot safely perform their work, they will:

- ◇ Explain this to the employee
 - ◇ Advise them that they cannot remain at the workplace and their absence for the balance of the day/shift will be treated as paid leave
 - ◇ Make every effort to ensure the employee's safety, including appropriate transport home
 - ◇ Instruct the employee to attend a meeting the following working day/shift prior to commencing work.
- At the meeting on the following workday, the employee will be interviewed by their manager. The manager will outline the concerns about work performance and safety as a result of the incident on the previous working day, and indicate that this is the employee's opportunity to offer an explanation for the behaviour described. The employee will also be made aware of support services available. Depending on the outcome of the interview and the investigation of the incident, the employee may be subject to [Workplace name] disciplinary procedures, which, depending on the circumstances and/or any future incidents, may ultimately lead to termination of employment.

Long-term situations

Where a manager or supervisor becomes aware of a decline in an individual's work performance, possibly because of the effects of alcohol, drugs or any other cause, they should manage the situation according to CGS Policy. An interview will be arranged with the employee to discuss their performance and offer assistance. At this meeting a performance management plan may be put in place. Should the employee identify alcohol or drugs as a potential concern, the employee will be offered assistance consistent with the CGS Employee Assistance Program. If the poor work performance continues the employee will be subject to the performance management process as outlined in the CGS Policy. Employees who participate in a program of rehabilitation may be able to access their existing sick leave or other leave accruals. All information will be treated in strict confidence.

Prescription and/or over-the-counter drug use

Where an employee is taking prescription drugs or over-the-counter medications for medical treatment and is unable to safely perform their required duties due to potential side effects of use, the manager or supervisor, in consultation with the employee, may make adjustments to the work requirements where reasonably practical. If this is not possible and the situation is temporary the employee should be sent home on sick leave and suitable transport should be arranged. If the situation is not temporary, further consultation and consideration of appropriate alternative duties may be required.

Definitions

Drugs: refers to prescription drugs, and over-the-counter medications. The use of prescription drugs without authorisation by a medical practitioner is also defined as illegal drug use for the purposes of this policy. Prescription drugs: refers to drugs which are prescribed by a medical practitioner and normally dispensed by a pharmacist. Over-the-counter medications: refers to drugs that can be legally purchased at a chemist or other retail outlet without a medical practitioner's authorisation.

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