

Drug & Alcohol Policy

All employees are required to be fit for work when on duty. This includes not being under the influence of alcohol or illicit drugs.

Alcohol or other drug consumption can impair performance and is an occupational health and safety risk. This risk is to the consumer, and other employees, clients, suppliers and/or other visitors.

The company will do its utmost to create and maintain a safe, healthy and productive workplace for all employees.

It is prohibited to consume alcohol and illicit drugs:

- during an employee's ordinary working hours,
- On the premises of the company's primary place of business or any associated place of operations,
- On the premises of any client, supplier or visitor's site.

This policy also applies to the possession of alcohol or illicit drugs at the workplace or any business-related premises.

Safe and appropriate use of legally prescribed drugs is not prohibited. If any employee is required to take legal prescription drugs it is their responsibility to discuss with their manager any possible side effects that may prevent them from being fit to complete all tasks required within their role.

There may be times when it is appropriate for an employee to consume alcohol in the course of work and/or associated activities. For example:

- Work related functions at which alcohol is served,
- Occasional celebrations during work hours,
- Client development or networking activities (e.g. client meetings) where alcohol is served.

You should be mindful of appropriate behaviour expected of you in these circumstances. You should also seek approval from your manager.