

# Drug & Alcohol Policy●



1 September 2020

**POLICY POL-102**  
**VERSION 1.0**

**WORKPLACE HEALTH AND SAFETY**

## 1. Purpose

The purpose of this policy is to inform employees of their responsibilities regarding drugs and alcohol within the workplace.

## 2. Scope

This policy applies to all employees of Elite Staffing Solutions.

## 3. Policy

Elite Staffing Solutions is committed to ensuring that the safety and wellbeing of employees and the quality of work is not compromised by the presence of people under the influence of alcohol or other drugs in the workplace. As part of these efforts to achieve the highest standards of health and safety, Elite Staffing Solutions will maintain a zero tolerance to drug and alcohol use.

Elite Staffing Solutions does not and will not condone:

- the use, sale or possession of any illegal/prohibited substance or alcohol at the workplace or a work-related event.
- the presence of employees affected by alcohol at the workplace or work-related event; and/or
- the consumption of alcohol at the workplace or at a work-related event without express Director's or CEO's permission.

Elite Staffing Solutions acknowledges that alcohol may be consumed at some activities involving employees including Elite Staffing Solutions initiated activities. When attending a function as a representative of Elite, employees are expected to conduct themselves responsibly within the bounds of Elite's policies.

If employees choose to consume alcohol they must do so responsibly and ensure that:

- suitable transport arrangements are made
- a non-drinking driver is nominated
- suitable steps are taken to ensure intoxication or blood alcohol levels are well within safe driving limits.

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## *Prescription Drugs*

Any employee or contractor who has been prescribed medication that they know or should reasonably know will impact on their co-ordination or vigilance, shall inform the Director or CEO before commencing work activities. If the Director or CEO is not convinced that they can perform their normal duties without compromising their wellbeing or that of others; suitable alternative work activities shall be arranged. If no suitable work activities can be identified, the person shall be requested to gain a certificate of capacity from a medical treatment provider.

## 4. Roles and Responsibilities

Employee responsibilities:

- their behaviour and actions at all times.
- understanding and complying with this policy.
- promptly informing the Director or CEO if there is a policy breach.
- seeking advice from the Director or CEO before undertaking an action or activity that may be contrary to Elite Staffing Solutions policy.

Manager responsibilities:

- monitoring compliance with this policy by members of their team.
- notifying the Health Safety and Environment team if there is an emerging concern about compliance with this policy.
- ensuring that each member of their team understands the policy.

## 5. Breaches of policy

Employees found to have breached this policy will be subject to appropriate disciplinary action which may include dismissal. Any suspected illegal drug or substance activity related to the workplace shall be promptly referred to the appropriate authorities.

## 6. Further Information

Please contact Jessica Chandrasinghe for more information.

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## Document Control

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|----|----------------------------|--------------------------|
| 1. | <b>Document Title</b>      | Drug & Alcohol Policy    |
| 2. | <b>Date of Release</b>     | 29-Jul-2020              |
| 3. | <b>Document Superseded</b> | N/A                      |
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## Document Approvers

| S. No. | Approver                     | Approved Through Nominee | Nominee Contact       |
|--------|------------------------------|--------------------------|-----------------------|
| 1      | Elite Staffing WHS Committee | All Members              | Jessica Chandrasinghe |
|        |                              |                          |                       |

## Version History

| Section / Page No. | Description of Amendment | Reason for Amendment     | New Version No. & Effective Date | Amendment by:         | Approved by:          |
|--------------------|--------------------------|--------------------------|----------------------------------|-----------------------|-----------------------|
|                    | Minor working changes    | Minor updates from audit | 1.1<br>01 Dec 2018               | Chenath Fernando      | Jessica Chandrasinghe |
|                    | New document             | Update to new branding   | 1.0<br>29 Jul 2020               | Jessica Chandrasinghe | Bruce van Twest       |
|                    |                          |                          |                                  |                       |                       |
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