

Drug and Alcohol Policy

As part of our duty of care to employees and clients, and to ensure we comply with the Occupational Health & Safety legislation, Industrial Recruitment Partners will endeavour to ensure that personnel are not exposed to risks associated with the consumption or use of substances which might impair a worker.

The purposes of this policy are to ensure that all employees are aware of what is expected of them and how they can expect to be treated in relation to drug and alcohol misuse.

This policy applies to all employees of Industrial Recruitment Partners and expects all employees, contractors and others working on its behalf, whether paid or unpaid (for example those on work experience), to comply with this policy. Each employee to whom this policy applies must make themselves aware of these standards and the conduct required.

Alcohol and other substances may impair an employee's ability to perform their duties properly and can have serious adverse effects on health and safety of the individual and others as well as the reputation of the organisation.

Industrial Recruitment Partners has a zero tolerance to drugs and alcohol. Employees are not permitted to work whilst under the influence of drugs or alcohol.

For the purposes of this policy, drugs are defined as a substance whether prescribed, legal or illegal which have the potential to alter, impair or otherwise adversely affect a person's ability to safely perform a task or operate equipment/machinery.

It will be prohibited and in breach of this policy if an Industrial Recruitment Partners employee:

- Accepts work knowing that when they report to work that they will be under the influence of drugs or alcohol and that it may affect their work;
- Attend a worksite whilst under the influence of illicit drugs or alcohol;
- Have in their possession any illicit drugs or alcohol while at any worksite;
- Distributes or consumes alcohol or illicit drugs in the workplace;
- Operate any company or client owned vehicle, plant or equipment of any description whilst under the influence or in the possession of illicit drugs or alcohol.

An employee has a responsibility to take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions relating to use of the drugs. In the instance that prescription medication could potentially affect the ability of the employee to perform their normal work duties safely, the employee must notify their immediate supervisor so that corrective control strategies can be implemented. Failure to advise may constitute misconduct.

In the event that drugs or alcohol are found on any worksite, actions may include an investigation of the matter to attempt to determine who is responsible for the drugs or alcohol, or requiring workplace participants to undergo drug or alcohol testing in accordance with the Fit for Work Policy.



Peter Spark

Director

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