

Drug and Alcohol Policy

Policy

[Insert name of employer] (the Company) is committed to ensuring the health, safety and welfare of all employees and to prevent and reduce harm associated with people being impaired by drugs or alcohol at work.

Objective

The objectives of this policy are to:

- provide clear and documented guidelines regarding the employer's stance on drug and alcohol issues in the workplace;
- maintain the good welfare of employees; and
- ensure a safe working environment.

Scope

This policy applies to all employees and contractors.

Other relevant policies:

- Health and Safety Policy;
- Code of Conduct Policy; and
- Employee Assistance Policy.

Responsibilities

It is the employee's manager's responsibility to:

- ensure this policy is enforced on a day-to-day basis;
- direct any employee reasonably suspected of being under the influence of drugs or alcohol away from the work area;
- direct employees to a medical practitioner nominated by the employer where it is reasonably suspected that they are under the influence of drugs or alcohol;
- arrange for on-site alcohol testing for employees accused of being under the influence of drugs or alcohol;
- arrange for transport home for any employee under the influence of drugs or alcohol;
- counsel employees who are found to be in breach of this policy; and

- authorise appropriate assistance for an employee whose performance is affected by drugs and/or alcohol.

It is the employee's responsibility to:

- comply with this policy; and
- inform the Company and request assistance if they have an ongoing drug or alcohol problem or addiction that is likely to adversely affect their work performance.

Drug and alcohol testing

If the Company suspects an employee is under the influence of alcohol or drugs while at work, the Company may require the employee to undergo a saliva test. The test will be conducted by a person who has undertaken an accredited training course.

If the test shows a positive result for drugs or a blood alcohol content of more than 0.02, the employee will be suspended from work with pay until external verification and confirmatory test results have been received.

If the external test shows a positive result, the Company will consult with the employee about the results and consider the employee's explanation before taking disciplinary action.

If the employee refuses to undergo the test, they will be treated as if the test showed a positive result.

Guidelines

Consumption of alcohol/drugs

Employees should not be under the influence of alcohol or drugs during working hours and must at all times carry out their duties and responsibilities in a safe manner.

If anyone suspects that another employee is working while impaired by or under the influence of alcohol or drugs, they should immediately report this situation to their manager.

Employees must observe statutory limits for blood alcohol content while driving:

- any company vehicle; or
- any vehicle on employer business to work, from work, during work or to and from any work-related function.

A modest consumption of alcohol is acceptable at approved functions. However, employees are responsible for the amount they choose to drink at such functions.

Employer support

We view alcoholism and drug use as treatable illnesses. In appropriate situations, where an employee's performance and wellbeing has been adversely affected by alcohol or drug use, the Company will assist the employee via referral to treatment programs.

Breach of this policy

Where an employee breaches or is reasonably suspected of having breached this policy, the employee will be given an opportunity to explain their actions.

Where no satisfactory explanation is given, the matter will be treated as misconduct. Breach of this policy may result in disciplinary action, up to and including dismissal.

Where an employee is referred to a treatment program, absence from work for treatment will be covered by the employee's sick leave entitlements. When an employee has no outstanding paid sick leave, they are entitled to leave without pay or may be able to utilise other accrued leave entitlements.

The Company reserves the right to terminate employment if treatment is not undertaken or is unsuccessful.

Contacts

If you have any questions regarding the policy and its application, please contact ***[insert contact details]***.