

AE-DOCU-011 - APPSELEC POLICIES (Rev 9)**2 DRUGS & ALCOHOL POLICY****2.1 Our Objective**

Appselec's objective is to ensure that our employee's do not work while impaired by drugs and/or alcohol such that they may pose a risk to themselves and/or others.

2.2 Persons Affected by Alcohol and/or Other Drugs

A person who is under the influence of alcohol and/or any other drug will not be allowed to work on site whilst he/she is incapable of performing safe work practices.

Any person who believes another person is at risk to his/her own or another's safety must advise a Health & Safety Representative (HSR) or Site Manager in confidence. The HSR or Site Manager shall take appropriate action, based on his/her assessment of the situation.

If the matter remains unresolved, the HSR & Site Manager in consultation with the person concerned shall decide whether that person is capable of performing safe work practices.

Disciplinary action may be taken by management following consultation with the HSR & Management.

If disciplinary action is to be taken, removal from site and a written warning shall apply.

If there is a second occurrence, it will be grounds for instant dismissal.

2.3 Rehabilitation / Counselling

If a person is undertaking rehabilitation or counselling, he/she is entitled to sick leave, negotiated leave with pay and other benefits provide for by the EBA.

An affected person will not be disadvantaged as a result of undertaking rehabilitation or counselling.

Appselec management and the HSR will liaise together to enable appropriate assistance and support to be made available to him/her during and on completion of rehabilitation.

Confidentiality will be maintained in all matters relating to the rehabilitation and counselling, employment arrangements of individuals.

2.4 Employees At-Risk Through Medication Use

Employees who are taking medication which might affect their ability to undertake any kind of work safely must advise their Site Manager who will act immediately to manage the risks appropriately, and record as such.

No employee will be disadvantaged by his/her actions in this manner.

Our commitment to the management of alcohol and drugs misuse is as important as our commitment to other Appselec objectives.

This policy and associated procedures will be reviewed, in consultation with relevant parties, and on the occasion of any changes or amendments to the relevant legislation and/or every twelve (12) calendar months from the date promulgated.