

1. Procedure

This procedure is covered under the overall Dyers Logistics WH&S policy document. Dyers has obligations under Occupational Health and Safety legislation to as far as is reasonably practicable, ensure the safety and health of all people associated with its operations and those of its customers. The company will take all necessary steps to ensure that it meets its obligations to employees and customers and conduct its operations in a safe and responsible manner.

A key aspect of meeting those obligations is the implementation of a sound and practical Drug and Alcohol policy

The Company believes any individual present in the workplace, who has consumed drugs and/or alcohol, present a potential risk to safety and may affect an individual's job performance, endanger lives and potentially cause damage to property and equipment. The management of the risks associated with the use of drugs and alcohol at work is essential to ensuring a safe work environment.

This Drug and Alcohol Policy) combines a range of strategies including education, counseling, employee assistance programs, alcohol and drug testing and, where necessary, the taking of disciplinary action for breach of this policy.

This policy is intended to ensure all employees are in a condition to safely carry out work. The unauthorised use of drugs and alcohol by employees is prohibited. Any employee found to be affected by or in possession of drugs or alcohol while performing work related tasks shall be subject to Dyers Logistics disciplinary procedures, which may include termination of an employee's employment.

2. Scope

This Policy applies to all employees and sub-contractors of Dyers Logistics.

3. Definitions

3.1 *'Alcohol'* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols in methyl and isopropyl alcohol, no matter how it is packaged or in what form the alcohol is stored, utilised or found.

3.2 *'Approved Rehabilitation Program'* means a rehabilitation program provided or recommended by an organisation with recognised expertise in the assessment treatment and rehabilitation of people suffering from misuse of drugs or alcohol.

3.3 *'Drugs'* means any controlled substance detailed in Appendix F or other substances determined by medical authorities to affect a person's ability to perform their duties safely but does not include medication which has been prescribed for an employee by a medical practitioner provided there has been compliance with the requirements of paragraph 6.1.

3.4 *'Employee'* means an employee or sub contractor of Dyers Logistics.

3.5 *'Impairment'* means impairment of judgment, concentration or co-ordination.

3.6 *Dyers Logistics 'Designated Medical Practitioner'* means the medical practitioner selected by the Company

3.7 *'Personal Information'* has the meaning given in the *Privacy Act 1988* (Cth).

3.8 *'Working Hours'* means the time between the commencement and the conclusion of work activities on behalf of the company on any one working day. Normal working hours shall include lunch or other meal breaks and company business conducted away from the company's premises.

4. Responsibilities

4.1 *Managing Director*

The Managing Director is responsible for the allocation of responsibilities for the compliance with procedures on drugs and alcohol.

4.2 *The Company designated medical practitioner and / or the Drug and Alcohol monitoring program service provider is responsible for:*

- Assessment of employees referred by management; and
- Implementation and monitoring of rehabilitation.

4.3 *Managing Director*

The Managing Director is responsible for determining the frequency of random drug and alcohol testing for various positions within the business.

4.5 *Employees*

An employee must notify the Manager / Managing Director when undergoing prescribed medical treatment, taking prescribed medication or "over the counter medication", unless their medical practitioner or pharmacist advises in writing that the treatment or medication will not contravene the Drug and Alcohol Policy or compromise in any way their work performance.

Employees are required to fully cooperate with the Company in relation to the implementation of this policy, including any request by the Company to undertake a drug or alcohol test whether or not that test is conducted on a random basis.

5. Requirements

5.1 *The Use, Sale, Possession, or Distribution of Alcohol*

Employees and visitors must not during working hours:

- consume alcohol in the workplace;
 - distribute alcohol in the workplace;
 - sell alcohol in the workplace;
 - be in possession of alcohol in the workplace, or
- Attend the workplace with a blood alcohol content exceeding 0.00%.

For the avoidance of doubt, this policy is specifically intended to include the consumption of alcohol prior to working hours, which would impact upon the individual's blood alcohol content (BAC) during working hours.

Employees must have a BAC of less than 0.00%. If the Company conducts an alcohol test and an employee has a BAC reading in excess of 0.00%, then that employee will be in breach of this policy. This may result in termination of employment as provided for at clause 5.5.1.

5.2 Authorised Functions

The Company recognises there will be occasions where employees and contractors will consume alcohol at authorised functions. On such occasions, alcohol may be served, however if consumed, must be consumed in a responsible manner. Having consumed alcohol at an authorised function, employees must not return to or commence working thereafter if in contravention of this policy.

5.3 The Use, Sale, Possession, or Distribution of Drugs

Employees and visitors shall not during working hours:

- use drugs;
- distribute drugs;
- sell drugs;
- be in possession of drugs or;
- if tested for drugs, return a 'positive' test result.

The prohibition detailed in this policy specifically includes the use of drugs outside of working hours, which would have the effect that, if tested within working hours, the individual would return a 'positive' test result.

If tested for drugs, employees must not test 'positive' for any drugs that are in the test regime. If an employee returns a 'positive' test result, they will be in breach of this Policy. This may include termination of employment provided for at clause 5.4.1.

For the purpose of this policy, a 'positive' test result will occur for certain drugs where a drug test result returns a reading above the cut-off limits specified by the testing authority.

5.4 Compliance and Disciplinary Action

5.4.1 Employees

Disciplinary action will be taken against any employee who fails to comply with the requirements in this policy. This may include termination of the employee's employment.

If an employee refuses to undertake a test for alcohol and/or drugs when required to do so in accordance with this policy, the employee will be removed from the site and disciplinary action will be taken against the employee concerned in accordance with Dyers Logistics disciplinary procedures, which may include termination of their employment. Upon any refusal to undertake a test for either alcohol and/or drugs, the employee shall be deemed to have returned a positive result.

For the avoidance of doubt, an employee will be considered to have failed to comply with the requirements of this policy if, having taken a test for alcohol and/or drugs, that employee returns a test result which is inconsistent with the standard detailed in this Policy. In such circumstances, disciplinary action will be taken against the employee concerned in accordance with Dyers Logistics disciplinary procedures, which may include termination of their employment.

For random testing only, an employee may (at their own cost) request to have an observed sample collected by an independent medical practitioner with one sample being provided to Dyers Logistics and the analysis of the other sample to be completed by a laboratory acceptable to the Company. The results of such a test will be accepted provided the employee goes immediately to the independent medical practitioner to have a sample collected and provides confirmation to their manager of a clear result in a form that is acceptable to the Company within 48 hours. The employee may not return to work without presenting a clear test result and will be required to take leave without pay for the duration of their absence. The Company reserves the right to have the sample provided to them analysed at their own cost.

5.5 Information, Advice and Education

Information on the:

- Health implications of misuse of alcohol or drugs and;
- Company procedure on drugs and alcohol;
- understanding what to look for in terms of behaviour of someone affected by drugs and alcohol;
- Implications of privacy and confidentiality;

shall be provided, Employees will be required to attend such education at the request of the Company.

New employees shall receive induction training on this Policy.

Training records shall be maintained for at least seven years.

5.6 Employee Assistance Program

The company recognises that the misuse of drugs and alcohol are often treatable conditions. Assistance with the rehabilitation of employees suffering from problems related to the misuse of drugs or alcohol may be provided through an Employee Assistance Program at the discretion of the Company.

An employee with problems related to the use of drugs or alcohol may voluntarily seek assistance from:

- The Manager or Managing Director;
- a referral to the Company designated medical practitioner; or
- their own treating doctor.

Where there are reasonable grounds based upon observations of deteriorating work performance, abnormal conduct or behaviour and as a part of a counselling process, a manager may refer an employee for assistance.

In relation to such an employee, his or her employment shall not be jeopardised provided that:

- an incident has not yet occurred as a result of his or her behaviour which could otherwise result in disciplinary action being taken by the Company in accordance with this policy, and;
- the employee agrees to participate in an approved rehabilitation program, and;
- the employee progresses satisfactorily in an approved rehabilitation program and achieves a satisfactory level of job performance in a reasonable period of time, and;
- a satisfactory level of job performance is maintained following completion of the rehabilitation program.

- whilst on any Employee Assistance Program and not carrying out usual position duties an employee must take leave without pay.

Confidentiality of medical information shall be maintained but general progress advice on an employee's progress in a rehabilitation program shall be provided to the Managing Director.

5.7 Testing for Alcohol and Drugs Will Be Undertaken

Testing for alcohol and drugs may be undertaken in the following circumstances:

- 5.7.1 During pre-employment medical assessments for all job applicants and for change in employment status, e.g. from casual to full-time weekly or monthly status;
- 5.7.2 Where required by a customer or regulatory authority;
- 5.7.3 Where there are reasonable grounds based on observations by the responsible manager or supervisor of deteriorating work performance or any abnormal conduct or behaviour;
- 5.7.4 Immediately following a serious incident or near miss;
- 5.7.5 Where an employee may have or has breached safety precautions or procedures;
- 5.7.6 Where an employee is reasonably suspected of having contravened this policy;
- 5.7.7 Where employees provide services to customer sites, which have in place a policy that includes testing for alcohol and drugs;
- 5.7.8 Random testing (utilising saliva based testing procedures), as well as a designated number of all other employees each year;
- 5.7.9 Periodic testing for specific employees for a period of two years following satisfactory completion of a rehabilitation program for misuse of drugs or alcohol.

The program shall be implemented and monitored by Dyers Logistics

6. Prescribed and Over the Counter Medications

6.1 Prescription Drugs

Any employee who has been prescribed medication by a medical practitioner will not be in contravention of this policy as a result of taking or being in possession of that drug in accordance with the prescription, provided that:

- 6.1.1 the employee has disclosed to the medical practitioner concerned the position which he/she occupies and the tasks he/she is required to perform;
- 6.1.2 the employee receives a certificate from the medical practitioner certifying the employee as being fit to work safely;
- 6.1.3 the certificate must state whether the employee is taking prescription medication and confirm that the quantity prescribed does not have the potential to adversely affect the employee's safe and efficient performance of their duties;
- 6.1.4 the consumed level of the prescription drug does not exceed the level that the employee has been prescribed to take; and
- 6.1.5 in all cases the employee must provide a copy of the medical certificate to his/her manager before returning to his/her duties.

6.2 Over the Counter Medications

Employees have an obligation to comply with the manufacturer's directions and warnings and seek advice from their pharmacist with respect to the impact the over the counter medication may have on the safe performance of their work. If advice from the pharmacist suggests the medication may

impact their ability to perform the work safely or where there is any doubt then the employee must advise their Manager.

7. Testing Program, Handling Test Results, Retaining Records, Privacy and Confidentiality

7.1 Testing Program and Handling Results

The Company will carefully select the Drug and Alcohol monitoring service provider and monitor all persons responsible for administering the testing program, including collection personnel, technicians, couriers and will implement measures to ensure that appropriate standards are maintained.

The testing program shall be subject to quality review by the Managing Director to ensure it meets the highest standards of honesty and integrity.

7.2 Retaining Records

Copies of all results will be retained for seven years from the date of creation. Access to copies of results of all alcohol or drug tests will be made available to the employee upon request. Records are maintained by the personnel department, separate from employees' personnel files.

7.3 Privacy and Confidentiality

The Company will not use personal information collected from employees in a manner that contravenes this policy or Privacy legislation.

Information obtained in the process of conducting tests will be treated in the strictest confidence. Individual test results shall not be released to anyone who is not directly involved in the testing process, without a specific written authorisation by the employee who was tested to release the results to others, except as follows:

- 7.3.1 the employee authorises the transfer of information;
- 7.3.2 the employee has signed a release form for rehabilitation or a return to work program in which the results of the test must be known to facilitate further action concerning the employee
- 7.3.3 when the results of the test become subject to a dispute, but the information may only be released to other parties on a "need to know" basis;
- 7.3.4 when complying with any legal requirement.

Every effort will be made to carry out all actions under this policy in a manner which respects the dignity and confidentiality of those



Dyers Drug and Alcohol Policy confirmation

I have read and totally understand the Dyers Drug and Alcohol Policy. I understand that I may be requested to undergo random drug and alcohol tests and that failure of these tests may result in instant dismissal.

Signed _____

Name _____

Depot _____

Date _____

***Filing - 1 copy sent to head office for filing
1 copy retained at depot for filing.***