



ALCOHOL AND OTHER DRUGS POLICY (OHS-POL-001)

INTRODUCTION

The Management of Indianic Group Pty Ltd ("Indianic") is committed to providing a healthy, productive and safe workplace. Indianic recognises that drug and alcohol abuse can have adverse effects upon an individual's ability to perform their duties safely and effectively, and as a consequence can endanger themselves, their fellow workers and the public.

Indianic is obligated and will comply with the *Occupational Health and Safety Act 1984* and the relevant Code of Practice and guidance note for Western Australia to provide a safe working environment for its employees.

To ensure a safe working environment, it is Indianic employees, contractors and subcontractors responsibility to ensure they are in a condition capable of safely carrying out the required tasks and they are not under the influence of alcohol and/or other drugs during work hours. Any person considered being under the influence of alcohol and/or other drugs will be prevented from commencing or continuing work.

Indianic requires that ALL employees/subcontractors comply with this Alcohol and other Drugs Policy and those of our clients.

POLICY OBJECTIVES

- To provide a clear guide regarding Indianic's stance on drug and alcohol issues at work;
- To define the roles and responsibilities of management, supervisors and employees/subcontractors related to drug and alcohol issues at work;
- To ensure a safe working environment, and maintain the health and welfare of employees/subcontractors at work;
- To educate and promote employee/subcontractor responsibilities in relation to drugs and alcohol in the workplace to minimise the potential loss of productivity, absenteeism and accidents;
- To provide referral for counseling services.

ROLES AND RESPONSIBILITIES

Managers/Supervisors:

- Are responsible for implementing the policy within their area of responsibility;
- Are required (and have the authority) to act immediately if they identify an employee/subcontractor under the influence of drugs and/or alcohol;
- Ensure that all test results remain confidential with access provided to the client, HR, Indianic management and the employee on an as required basis;

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- Are responsible for maintaining confidentiality when an employee/subcontractor advises that they have been prescribed medication by a medical practitioner. The manager/supervisor shall in discussion with the employee/subcontractor identify if the medication can have a detrimental effect on their work performance and/or if it increases the risk to their safety or the safety of others. The manager/supervisor shall determine the employees/subcontractors potential safety risk and ability to work.

Employee/Subcontractor:

- Are responsible for ensuring they are not under the influence of alcohol and/or other drugs during work. This includes work that is outside normal working hours work; which may affect their job performance and/or potentially risk their own or others safety;
- Random mandatory alcohol and other drugs testing for all Indianic employees and subcontractors shall be conducted on an "as required" basis by both Indianic and its clients;
- Ensure they meet the relevant standards, are fit for work and conduct themselves in an appropriate manner;
- Discuss with their manager/supervisor concerns about the use of alcohol and/or other drugs in the workplace and/or concerns regarding another employee/subcontractors possible use of alcohol and/or other drugs which may cause increased safety risks at work;
- Advise their manager/supervisor about any medication prescribed by a medical practitioner that may have an effect on their work performance or increase potential risk to their own or others safety. The manager/supervisor shall maintain confidentiality.

CONSUMPTION GUIDELINES:

- Drugs shall not be consumed on Indianic or other work premises, in company cars or vessels. Alcohol may be consumed at the Indianic managers discretion and on designated 'special occasions' e.g. Christmas party;
- Consumption of alcohol must be done so responsibly (i.e. no more than two standard drinks) and no leaving the premises with open alcoholic beverages;
- No drugs and/or alcohol shall be consumed prior to commencing work;
- Prescription drugs are not recommended to be taken whilst diving, driving a car or operating machinery. The employee/subcontractor should notify their supervisor of any prescription drugs required.

EDUCATION:

Drug and alcohol pamphlets/posters shall be posted in the Indianic office to promote awareness and provide counselling numbers. All employees/subcontractors will be provided with this drug and alcohol policy for their review.

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IDENTIFICATION AND ASSESSMENT:

Employees, supervisors and co-workers should offer assistance if an employee/subcontractor's work performance is raising concerns. Indianic will carry out screening for alcohol and other drugs prior to the commencement of work. Indianic may require employees to submit to medical evaluation or alcohol and drug testing where reasonable cause exists to suspect alcohol or drug use, including following workplace incidents.

Indianic also reserves the right to carry out random testing where it is considered appropriate.

Alcohol and other Drugs counselling information shall be available at Indianic's office. Employees/subcontractors should feel free to discuss personal issues which may affect their work performance with the HR Officer or other managers/supervisors as required.

INDIANIC FUNCTIONS:

To minimise potential risks, Indianic work functions should be conducted in a responsible manner with precautions taken such as:

- Provision of low alcohol beverages;
- Provision of food and non-alcoholic beverages;
- Employees/subcontractors should be encouraged to utilise non-drinking designated drivers, taxis and other forms of public transport;
- Management shall ask intoxicated employees/subcontractors to stop drinking and advise personnel to use other means of transport (i.e. public) to prevent drink driving.

ZERO TOLERANCE FOR NON-COMPLIANCE:

Indianic view any non-compliance with the policy (and any other company policy) as a serious breach. Any employee/subcontractor found to be under the influence of alcohol and/or other drugs during working hours shall be immediately removed from their position (possible termination) and escorted off site. **Note:** refusal to submit to alcohol and other drugs testing is considered a failure.

If an employee/subcontractor is on site and employment is terminated due to a breach of policy, the employee/subcontractor will not be paid for the lost time and may be liable for all associated accommodation and travel expenses required to return them to their home. An investigation of the incident and further disciplinary action may be taken including but not limited to legal recourse.

Please refer to Indianic's [Code of Conduct Policy – OSH-POL-003](#) and the [Fitness for Work Plan – OSH-PLN-001](#) for further details on employee and management responsibilities, drug and alcohol consumption, testing and disciplinary procedures.

TREATMENT:

Information about treatment agencies (i.e. counselling) where practicable will be made available to all staff and relevant stakeholders.

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REVIEW:

This policy shall be reviewed annually with amendments made accordingly to ensure its relevance and effectiveness.



Michael Gray
Managing Director

***This policy is reviewed and approved by the General Manager on an annual basis.*

