

## Alcohol & Other Drugs Policy

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The Management of Indianic is committed to providing a healthy and safe workplace. Indianic recognises that the use of alcohol and illicit drugs, including the misuse of prescribed and/or un-prescribed drugs, may impair judgement and a person's ability to act and perform responsibly and safely.

All workers (as defined in the *Work Health and Safety Act 2020*) have a duty to take reasonable care for their own health and safety and not adversely affect the safety of others. Workers have a responsibility to:

- Be fit and well enough to do their job
- Not be under the influence of alcohol or drugs. It is strictly prohibited for a worker of Indianic to attend work under the influence of alcohol and/or an illicit drug(s).
- Not use alcohol or illicit drugs while at work. Unauthorised consumption of alcohol during work hours is strictly prohibited. The manufacture, possession, distribution, sale, purchase, or consumption of illicit drugs during work hours is strictly prohibited.
- Notify Indianic as soon as possible of any lawful drug use that may adversely affect their ability to perform their duties safely. Indianic may assign the worker other duties until such time as Indianic is satisfied that the worker's lawful drug use is no longer expected to interfere with their ability to perform their duties safely and professionally.
- If any worker reasonably suspects that another worker is impaired by drugs and/or alcohol, they must:
  - Take any reasonable and necessary steps to minimise any risks posed by the impaired worker (if safe to do so);
  - Notify appropriate Indianic Supervisor or Manager immediately.  
All communication will be handled in strict confidence. Indianic's priority is to ensure a safe workplace.

Indianic management and supervisors, so far as is reasonably practicable, will:

- Refuse any worker who is reasonably suspected of being impaired by drugs/and or alcohol.
- Stop works immediately if any worker is reasonably suspected of being impaired by drugs/and or alcohol.
- Cooperate with the appropriate authorities in the criminal prosecution of any worker identified as using, possessing or attempting to smuggle illegal drugs onboard a company owned, operated or managed vessel.
- Enforce a strict "ZERO TOLERANCE" Policy.

**This Policy applies at all times to all "workers" of Indianic, during work hours on all Indianic property (including buildings, workshops, vehicles and vessels), Project sites and Company related functions.**

A "worker" is any person who carries out work for Indianic, including:

- an employee
- a contractor
- a subcontractor
- a self-employed person
- an outworker who works away from their employer's premises
- an apprentice or trainee
- a work experience student
- an employee of a labour-hire company placed with the host employer
- a volunteer.

### Non-compliance:

Indianic may view any non-compliance with this policy as serious misconduct. Any worker found to be under the influence of alcohol and/or other drugs during working hours shall be immediately removed from their position and escorted off site. Further disciplinary action may be taken at the discretion of Indianic. Refusal to submit to alcohol and other drugs testing is considered a failure.

Note: Disciplinary action may include termination.

If a worker is working away from home and employment is terminated due to a breach of policy, the worker 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.

Indianic will comply with the *Work Health and Safety Act 2020* to provide a safe working environment for its workers.

### Testing:

At Indianic's discretion, workers can be tested for drugs and/or alcohol under the following circumstances:

- Random alcohol and drug testing.
- Any worker directly or indirectly involved in an incident of any significance, for the purpose of eliminating causal factors.
- Any worker who is reasonably suspected of being impaired by the use of drugs and/or alcohol.

### 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.
- Works will be encouraged to utilise non-drinking designated drivers, taxis, Ubers and other forms of public transport.
- Management will ask intoxicated works to stop drinking alcohol and advise worker to use alternative means of transport (i.e., public) to prevent drink driving.

Note: The Managing Director has sole discretion to approve the consumption of alcohol at company sponsored functions.

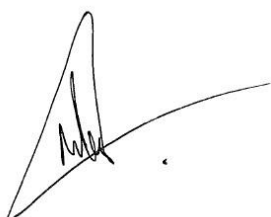
### Support

Indianic acknowledges that drug and alcohol abuse are health issues which can be successfully managed and treated in many cases. Whilst the worker remains entirely responsible for their own actions and recovery, Indianic is committed to helping workers who are willing to overcome their issues.

Information about treatment agencies will be made available to all workers if required. If a worker requires time away from work due to treatment for drug and/or alcohol abuse, personal leave may be made available to the worker. In such cases, a medical certificate may be requested.

### **APPROVED:**

*This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.*



Nigel Rees, Managing Director