

DRUG AND ALCOHOL POLICY

To provide and maintain a healthy and safe work environment to all employees, subcontractors, visitors and the community, Adlingtons is committed to a zero tolerance on the use, possession, distribution or consumption of alcohol or any illegal drugs in the workplace

To achieve this goal, Adlingtons will fulfil the following objectives and enforce the responsibilities and obligations of employees, contractors or consultants reporting to, or undertaking Adlingtons work:

Responsibility and obligations of employees, contractors and consultants:

- Have a 'Zero' drug and/or alcohol level at work.
- Not possess, distribute or consume alcohol or any illicit drugs at work.
- Notify their immediate supervisor or manager when they have evidence someone is in breach of their responsibility and obligations.
- Undertake random or programed alcohol and drug testing.

In the event an employee, contractor or consultant is found guilty of a breach of their responsibility and obligations, they shall be subject to counselling and discipline action.

Employees and contractors on prescription medication also have a responsibility to inform management if there is a potential their medication may affect their ability to safely perform their work duties. This information shall be held in strict confidence and duties will be modified to accommodate their situation.

Adlingtons understands that drug and alcohol problems may be the result of personal issues or crisis and is compassionate of this fact. Adlingtons will endeavour to provide guidance and support to employees when such a situation is discovered.

The effective management of this policy is a shared responsibility between all personnel at all organisational levels and takes priority over all other operational considerations.

This policy statement shall be prominently displayed at all company worksites and is endorsed by myself as the authorised representative of Adlingtons Australia Pty Ltd



Damian Adlington, Managing Director
Adlingtons Australia Pty Ltd

April, 2016