



## Alcohol & Drug Policy

(Company Name) is aware of its responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognizes that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others while in the workplace.

All workers, regardless of status, are expected to adhere to, and observe, current and future legislation, and both (Company Name) and client policies and rules regarding the consumption of alcohol and/or drugs while on, or reporting for, duty or while on company or client premises.

The consumption of alcohol on (Company Name) premises is not allowed except at authorized company functions or with the prior consent of senior management. Any workers, regardless of status, found consuming either drugs or unauthorized alcohol on company premises, or thought unfit to carry out their normal duties through the unauthorized consumption of such, may be subject to disciplinary action.

(Company Name) expects all employees to co-operate with any justifiable request to produce breath, blood and/or urine samples, either by the company, client or any officer of the enforcing authorities. Failure to comply with such a request is a dismissible offence.

(Company Name) reserves the right to remove from premises and suspend from work any worker suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation.

Any worker found to be in breach of legislation and/or either company or client policy or rules may be subject to disciplinary action for gross misconduct that may lead to summary dismissal.

Staff working at (Company Name) will be given a copy of this Drugs and Alcohol Policy which their supervisor will explain to them, and will be required to sign the “Worker Declaration on Alcohol and Drugs”, giving their consent to initial and random testing.

Anyone taking prescribed or over the counter medication should inform his or her manager on reporting for duty and before actually commencing work.

(Company Name) would prefer to help workers who might have a problem, not penalize them. Workers who seek help and declare a belief that they have a problem concerning either alcohol or drugs will be dealt with sympathetically by (Company Name) and support will be given where possible.

Owner/Manager \_\_\_\_\_

Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_