

## Policy

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<b>Policy Name:</b>	Drugs and Alcohol Policy
<b>Policy Date:</b>	July 2019
<b>Endorsed By:</b>	Directors
<b>Policy Code:</b>	POL019

### 01. POLICY

RJA is always committed to the health and safety of all employees and providing a safe work environment. RJA has a zero-tolerance policy towards the misuse of drugs or alcohol within the work environment.

### 02. PROCEDURE

1. Drugs must not be possessed, consumed, sold or distributed in the workplace by any staff, employees or contractors. This includes illegal drugs and prescription drugs being used without the necessary prescription, or for non-medical use. *(see drug testing process in section 04. of this policy)*
2. RJA employees taking prescription drugs for medical purposes must not breach this policy and must ensure they follow the precautions below:
  - The employee takes the prescription drugs in accordance with the instructions from their medical practitioner;
  - Employee does not misuse the prescription drugs or abuse their use;
  - Employee must ensure they are able to perform their work effectively, competently and safely. They must provide a medical certificate to their manager if unable to carry out normal work duties;
  - Check with medical practitioner about the effect the drugs may have on their ability to drive or operate machinery or tools;
3. Staff may consume alcohol at some work-related functions. In these circumstances, the following restrictions apply:
  - Staff must consume the alcohol responsibly;
  - Staff must not be drunk and disorderly. Inebriation does not diminish a staff members responsibility for misconduct;

- Staff must always uphold an appropriate standard of behavior, remembering they are always representing the RJA brand;
- The restrictions set out in relation to operating company vehicles and heavy machinery or tools still apply;
- Staff must ensure a safe means of transport to and from company functions. Staff must not drive any vehicle if they are over the blood alcohol limit imposed by Australian or International Law;
- If a staff member is required to return to work after a function and the consumption of alcohol could adversely affect their ability to perform their job function or safety, then consumption of alcohol at the work function is not permitted.

### 03. ADDITIONAL INFORMATION

The above policy notes that as part of RJA's commitment to the responsible service of alcohol at work functions, the company will ensure that:

- Food will be made available during the service of alcohol;
- Non-alcoholic beverages will also be provided;
- Alcohol will not be provided to employees under the age of 18 years;
- Alcohol will not be provided to staff who are drinking excessively or appear to be intoxicated.

### 04. DRUGS AND ALCOHOL TESTING

RJA have a responsibility under the health and safety legislation to provide a safe working environment for all employees, contractors and visitors. This includes a workplace which is free from drugs and alcohol.

If there is reason to believe that an employee is under the influence of drugs or alcohol while in the workplace, it is acceptable to request an employee to undertake a drug or alcohol test in accordance with this company policy.

The employee in question has the right to refuse a drug or alcohol test, however this can be classified as a failure to follow a reasonable request and can result in disciplinary action from Senior Management.

The types of drugs and alcohol testing are as follows: (both are required to be sent away for lab testing)

- Urine Testing
- Saliva Testing (most common)

*Note: only one form of testing can be requested, both types of testing cannot be conducted in one request.*

## **Related Resources, Tools and Links**

- POL001 – Head Office Operations Policy

## **Contact & Further Information**

For further assistance please contact your direct manager.

## **Policy Owner**

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the standard expectation of the use of Drugs and Alcohol in the workplace and in accordance with applicable legislation. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.