

# Drug and Alcohol Policy

<b>Date this policy was last updated</b>	13/02/2020
<b>Date of next review</b>	20/09/2022
<b>Who is responsible for this policy</b>	Managing Director
<b>Outcomes and success measures</b>	<p>The desired <b>outcome</b> of this policy is to establish standards that reflect Wood Recruitment's commitment to professional and ethical standards and the best possible customer service.</p> <p>The <b>effectiveness</b> of this policy will be assessed by whether we achieve our objective of zero instances drug and alcohol abuse on Wood Recruitment's premises.</p> <p>The <b>efficiency</b> of this policy will be assessed by whether we are able to implement the policy effectively within existing resources.</p>

Wood Recruitment is committed to providing a safe workplace and ensuring the health and safety of all workers by preventing and reducing harm associated with workers being impaired by alcohol or drugs at work. The company is also committed to the establishment of programs and attitudes that contribute to a safe working culture. We endeavour to maintain a positive professional profile with customers, suppliers and other members of the public.

We recognise that involvement with alcohol and drugs can have serious repercussions for workers and their performance in the workplace. Incidents involving inappropriate drug and alcohol can also impact on an individual's friends and family as well as the company's reputation.

## Scope

This policy applies to all workers including employees, on-hire workers and contractors. The Policy applies to all workers whilst at any workplace of the Company and any other place where the worker performs work for the business.

## Wood Recruitment Responsibilities

It is the Company's responsibility to:

- Direct any worker reasonably suspected of being under the influence of drugs or alcohol away from the work area;
- Arrange for a safe option of transport home for any worker under the influence of drugs or alcohol;
- Request workers to see a medical practitioner if it is reasonably suspected that they are under the influence of drugs or alcohol;
- Provide information regarding internal and external support systems available to the worker.



## **Workers Responsibilities**

It is the workers to responsibility to:

- Understand and comply with this policy;
- Attend work free from the impairment of alcohol and other drugs;
- Consult with management if they believe they are impaired by alcohol or drugs whilst at work.

The Company encourages all its workers to discuss any prescription drugs they are taking with their doctor to determine whether use of the drug will impair their ability to operate tools, machinery or equipment or carry out work tasks. The Company also encourages workers consult with their Manager at an early stage, to ensure that the Worker is capable of performing their work tasks whilst taking the prescribed drugs.

Managers of the Company are expected to monitor their own reports, and to investigate situations that may breach this Policy. Appropriate steps should be taken to deal with the Worker if the Manager suspects that a Worker behaviour, actions or conduct suggest that they have breached this policy.

## **Worker Assistance**

If a worker thinks he/she has an alcohol or drug problem that is affecting their ability to perform the inherent requirements of their role, the Company encourages Workers to ask for help from their Manager at an early stage (that is, before the problem is the subject of disciplinary action), without fear of punishment. Such discussions will be kept confidential.

At the Company's own discretion, it may provide a Worker with access to a Worker Assistance Program ("EAP"), through an appropriate EAP provider. The purpose of the EAP is, amongst other things, to assist workers who voluntarily seek help for Alcohol and/or Drug dependence problems. Participation by any Worker in the EAP will be regarded as confidential.

## **Alcohol & Drug Testing**

During employment or engagement, the Company may require a worker to undergo a drug and alcohol test to monitor compliance with this Policy.

## **Host Company Policies**

Where a person is working for clients of the Company ("Host Company"), they must comply with the Host Company's policies relating to drugs and alcohol and related testing methods. Host companies may also conduct unannounced searches for drug or alcohol on company premises, and may conduct random alcohol and drug testing, subject to their own policies.