

POLICY

Alcohol and Drugs

1. Purpose and Scope

- **Purpose:** To provide a safe, healthy, and respectful environment that minimizes risks associated with alcohol and drug use.
 - **Scope:** Applies to all employees, contractors, and visitors at any company workplace or function, including client sites and company-sponsored events.
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2. General Prohibitions

- **On-Duty Use:** Consumption or possession of alcohol or illicit drugs is not permitted during working hours or at any workplace unless expressly authorized (e.g., special events).
 - **Impairment:** Arriving to work or a client site under the influence of alcohol or drugs is strictly forbidden and may lead to disciplinary action, including termination.
 - **Client Representation:** Employees must never present themselves to clients under the influence of any substance that could impair judgment or safety.
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3. Company Events

- **Authorized Consumption:** Alcohol may be permitted at certain company-sanctioned functions (such as team-building events or client-related gatherings). In these cases:
 - **Moderation:** Employees should consume alcohol responsibly, keeping professional conduct and company reputation in mind.

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- **Manager Approval:** Managers should communicate clearly when and where alcohol is allowed, and set reasonable limits.
 - **Consequences:** Any misuse of alcohol, including intoxication or disruptive behavior, may result in disciplinary measures.
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4. Driving and Travel

- **Company Vehicles:** Operating a company-owned or leased vehicle while under the influence of alcohol or drugs is prohibited.
 - **Personal Vehicles on Company Business:** Employees using their own vehicles for work-related travel must comply with all legal limits (e.g., blood alcohol concentration) and company expectations for professional conduct.
 - **Rideshare or Alternate Transport:** If an employee believes they are unable to drive safely due to alcohol consumption, they must seek alternative transportation (e.g., rideshare, public transport).
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5. Prescription and Over-the-Counter Medications

- **Disclosure:** Employees should inform management if they are taking prescription or over-the-counter medication that may affect their ability to perform their job safely (e.g., drowsiness, impaired concentration).
 - **Medical Guidance:** It is the employee's responsibility to consult a healthcare professional regarding any side effects that could impact their work duties.
 - **Fit for Work:** Even prescription medications should not render an employee unfit or unsafe to carry out their responsibilities, including interactions with clients.
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6. Support and Assistance

- **Employee Support:** Where feasible, the company may provide confidential referrals to counseling or rehabilitation services for employees struggling with substance issues.
- **Early Intervention:** Employees are encouraged to seek help proactively if they suspect a substance problem is affecting their wellbeing or performance.

7. Breaches and Consequences

- **Investigations:** Any suspected violation will be handled promptly and in accordance with fair investigation procedures.
 - **Disciplinary Action:** Depending on severity, breaches may result in warnings, suspension, or dismissal. Illegal activities may be reported to law enforcement.
 - **Zero Tolerance for Impairment:** Safety risks or reputational harm to the company and its clients will not be tolerated under any circumstances.
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8. Policy Updates and Review

- **Regular Review:** This policy may be reviewed periodically to ensure it aligns with current Australian laws and industry best practices.
- **Communication:** Any changes will be communicated to all employees and incorporated into onboarding materials for new hires.