

At COLAS Australia Group (CAG), it is a requirement that employees do not work under the influence of alcohol or drugs. Being affected by alcohol or drugs at work, can seriously compromise the health, safety and welfare of employees and the general public. Further, inappropriate or unlawful conduct arising out of alcohol or drug use can expose the employee and CAG to legal liability.

CAG will not tolerate employees, suppliers, contractors and visitors:

- Possessing, selling, distributing or consuming prohibited drugs in the workplace;
- Consuming alcohol while at work, other than in accordance with this policy, or
- Being affected by alcohol or drugs including medically prescribed or over the counter drugs in the sense that their ability to work safely and competently is impaired.

The objectives of this policy are to:

- Assist CAG in ensuring the health, safety and welfare of all employees and visitors in the workplace;
- Assist employees to fulfil their duty of care towards themselves and others in the workplace;
- Promote awareness of personal safety and security in relation to alcohol and drug consumption;
- Provide CAG employees with adequate information about the ways in which drugs and alcohol can impair safe and competent performance of work and the consequences of their inappropriate use
- Provide guidelines to employees who work in a supervisory role in relation to managing drug and alcohol problems in the workplace; and

It is recognised that some work related social occasions, may involve limited and responsible consumption of alcohol. Such occasions must be approved by senior management and control measures must be in place to minimise potential risk to employees.

The application of risk control measures in consultation with the employee and their manager to ensure side effects of medically prescribed or over the counter drugs do not impact on work performance or their safety and others at work.

CAG views breach of this policy extremely seriously. Depending on the severity of the breach, an employee may face disciplinary action which may include a final warning or dismissal.

Where appropriate, CAG may recommend, or direct an employee to attend external drug and alcohol counselling. CAG will support any employee requiring assistance through provision of an Employee Assistance Program (EAP) at a nominated free and confidential counselling service.

CAG is committed to providing information to employees on this policy plus educating them as a key part of the implementation phase. Information on alcohol & prohibited drugs will be made available to employees upon request.

Employees should seek advice from their medical practitioner or pharmacist regarding information on the possible effects of taking medically prescribed drugs or over the counter drugs. The policy will be monitored and reviewed as part of the annual management review meetings.



Shan Ruprai
Group SCA Manager
COLAS Australia Group

Dated: 02/01/2018