

Drug and Alcohol Policy

1 Introduction

- 1.1 The ACOR Group of Companies ("ACOR") encourages positive health and wellbeing of all persons, recognising that use of recreational, illicit and illegal drugs (including smoking) and excessive consumption of alcohol have a negative impact on individuals and our community as a whole.
- 1.2 ACOR is committed to providing a safe, healthy and productive work environment. It promotes workplaces that are free from the risks associated with alcohol, smoking and drugs and supports the health and wellbeing of all persons in the Workplace.

2 Scope

- 2.1 This policy applies to all persons, including employees, independent contractors and labour hire contractors engaged by ACOR, clients, suppliers, consultants and members of the public, who enter an ACOR Workplace.

3 Definitions

- 3.1 In this policy:
 - a) **Drugs** means Prohibited Drugs and Non-Prohibited Drugs;
 - b) **Non-Prohibited Drugs** means prescription or over-the-counter drugs, medications and supplements being taken by a person in accordance with the directions and instructions of their medical practitioner, pharmacist or other similar health professional ("healthcare provider");
 - c) **Prohibited Drugs** means recreational, illicit or illegal drugs, medications or substances used without a prescription or contrary to the advice of a healthcare provider and includes any substance consumed by a person with the intention of altering their mental or physical state, without supervision or instruction by a healthcare provider.
 - d) **Workplace** (for the purpose of this policy) means any ACOR premises; the premises of ACOR's customers and suppliers; the premises of an ACOR function or event; an ACOR owned or leased motor vehicle and any site or venue at which the person is acting as a representative of ACOR or undertaking tasks on ACOR's behalf, and includes the home of an employee or contractor if undertaking work under a flexible work arrangement in accordance with *Flexible Work Policy (BSS-POL-NAT-HR024)*.

4 Non-Prohibited Drugs

- 4.1 A person taking a Non-Prohibited Drug must assess, before entering an ACOR Workplace, whether they are impaired or their judgement, attention, reactivity or mobility is restricted (including by any known or disclosed side effects of the Non-Prohibited Drug) which may pose a danger or risk of injury to the person or any other person in the Workplace.
- 4.2 If the person is impaired or restricted, they must not enter the Workplace. For an employee or contractor, if the impairment or restriction impacts or reduces their ability to undertake tasks associated with their role, they must either:
 - a) take personal leave; or
 - b) consult with their manager as to whether they are able to undertake some or all of their work duties while taking the Non-Prohibited Drug, the extent of limitations on their abilities and what actions, alterations or support is required to ensure that the employee or contractor is safe and not at risk of injuring themselves or others while undertaking their role in the Workplace.

- 4.3 The manager may seek further information about the Non-Prohibited Drug and its impact, including:
- a) a certificate or statement from the healthcare provider providing care to the employee or contractor as to their fitness for work while taking the Non-Prohibited Drug; or
 - b) require a medical assessment by an external consultant engaged by ACOR in relation to the impact of the Non-Prohibited Drug and whether the employee or contractor is fit for work and capable of undertaking their role in the Workplace safely.
- 4.4 A person may not drive an ACOR vehicle or operate ACOR equipment if the person is impaired or restricted by a Non-Prohibited Drug.
- 4.5 If an employee or contractor ceases taking a Non-Prohibited Drug, the person must assess whether they may be impaired or restricted as a result of discontinuing use of the Non-Prohibited Drug. If the person is impaired or restricted, section 4.2 applies until the effects of discontinuing use of the Non-Prohibited Drug have abated.

5 Prohibited Conduct

- 5.1 ACOR prohibits:
- a) the use or possession of Prohibited Drugs at the Workplace; and/or
 - b) making any offer to distribute or sell Drugs at the Workplace.
- 5.2 ACOR may take any action it deems necessary and appropriate, including notification to law enforcement, in relation to a breach of this section.

6 Being Under the Influence of Prohibited Drugs or Alcohol

- 6.1 A person may not enter a Workplace after having taken and while under the influence of Prohibited Drugs.
- 6.2 An employee or contractor may not undertake work or duties at a Workplace during working hours while impaired by, and under the influence of, alcohol. This includes if returning to work after a lunch with a client or a supplier or a networking or other event, where alcohol is consumed. The employee or contractor is to exercise discretion and is encouraged to not return to work after the event if they are under the influence of alcohol.
- 6.3 From time to time, a State Business Manager or a General Manager (or an equivalent or more senior manager, as appropriate) may permit the consumption of alcohol at the Workplace outside working hours or at the conclusion of the working day, on certain conditions which will be disclosed to employees and contractors prior to the service of alcohol. Conditions will include:
- a) consumption is for the purposes of encouraging social interaction and staff engagement;
 - b) it not an opportunity for excessive intoxication;
 - c) responsible service, and consumption, of alcohol is imperative;
 - d) a manager must be present at all times;
 - e) consumption is to be modest and appropriate to the Workplace event or activity;
 - f) non-alcoholic options must be available;
 - g) before consuming alcohol, the employee and contractor must give consideration as to their journey home at the conclusion of the activity, having regard to legal limits for driving, public transport and other options;
 - h) where the service of alcohol is for a period of greater than an hour, food should also be served;
 - i) if a person is asked to leave at any time by a manager or person in charge of the Workplace, they must leave immediately;
 - j) compliance with all other ACOR policies and procedures;

- k) not invite visitors into the Workplace unless approved in accordance with *Visitor Policy (BSS-POL-NAT-HR028)*;
- l) unless specifically authorised by the State Business Manager or General Manager (or an equivalent or more senior manager, as appropriate), any continuance or gathering by employees and/or contractors at another venue at the conclusion of the ACOR event is treated as a private activity and not endorsed by ACOR; and
- m) any other conditions, restrictions or requirements specified by the State Business Manager or General Manager (or an equivalent or more senior manager, as appropriate) for the particular event or activity.

7 Requirement to Hold Valid Motor Vehicle License

- 7.1 Where an employee or contractor is required to operate a registered motor vehicle in the performance of their duties for ACOR, and their driver license is suspended or cancelled due to an alcohol or Drug-related driving offence, the employee or contractor must notify their manager so that appropriate arrangements and alternative options can be established.

8 Smoking

- 8.1 ACOR has adopted a smoke free Workplace.
- 8.2 Smoking is prohibited in and around all ACOR Workplaces including in ACOR motor vehicles. The use of e-cigarettes and vaporisers or similar products is also prohibited.
- 8.3 Employees and contractors must smoke in designated smoking areas. They may not smoke adjacent to the entrances of buildings, near open windows or intakes for air-conditioning plant, on balconies to any Workplace or near any area where combustible or flammable liquids are stored and must not otherwise cause inconvenience to members of the public or adjacent building occupants. All litter and rubbish must be disposed of properly in designated refuse containers.
- 8.4 Employees and contractors are not permitted additional time to account for taking a smoking break. Smoke breaks must be taken within the employee or contractor's own time.

9 Testing for Alcohol and Other Drugs

- 9.1 Many of ACOR's clients may contractually require ACOR to oblige employees and contractors to submit to Prohibited Drug and alcohol testing prior to, or during, engagement in the performance of services for the client or as a condition of entry to the client's premises or site. Clients may require that employees and contractors are negative for alcohol and Prohibited Drugs. If directed, employees and contractors must participate in client arranged Drug and alcohol testing. If the employee or contractor refuses to participate, they will not be permitted to continue to work on the client's project.
- 9.2 At any time, ACOR may direct that an employee or contractor submit to Prohibited Drug and alcohol testing. If the employee or contractor returns a positive test without lawful justification (or refuses to submit to the test), the employee or contractor may be subject to performance management or disciplinary action including termination of their engagement with ACOR.
- 9.3 ACOR will provide all appropriate support (including EAP) to any employee or contractor to assist with overcoming any Prohibited Drug and alcohol addiction that impairs the employee or contractor's ability to work and their health and wellbeing, as well as the wellbeing of their family.

10 Breach of Policy

- 10.1 An employee or contractor who breaches of this Policy may face disciplinary action, up to and including termination of employment.