

INTOWORK AUSTRALIA DRUG AND ALCOHOL POLICY

The objective of this policy is the provision of healthy and safe workplaces at all of the IntoWork Australia businesses including the hazards associated with employees taking or being under the influence of drugs and/or alcohol at work. IntoWork recognises that inappropriate drug and alcohol use may contribute to workplace incidents due to poor physical coordination, impaired judgement and decreased alertness. This policy is also applicable to attendance at work-related functions conducted outside normal working hours.

For the purpose of this policy, the term 'drugs' refers to all legal and illegal drugs including but not limited to nicotine, tobacco, alcohol, cannabis, heroin, cocaine and amphetamines. Illegal drugs are those for which the production, possession, consumption or sale is an offence under Commonwealth or State laws. The term 'medical drugs' refers to all drugs and medication which are used for medical purposes and includes drugs prescribed by a medical practitioner or those purchased from a pharmacy or elsewhere for the purpose of assisting with the treatment of an illness.

IntoWork is committed to take reasonable action to control the risk to our employees, clients and participants from the inappropriate or misuse of drugs and alcohol. It is the policy of IntoWork and all our businesses that:

1. This policy and other relevant information on the risks associated with the use and abuse of drugs and alcohol in the workplace will be provided to all employees and training participants
2. The possession, consumption, distribution or sale of illegal drugs is strictly prohibited at any IntoWork business controlled premises or workplaces provided by clients
3. The employment of any employee in the possession of, or involved in the consumption, distribution or selling, of illegal drugs at any IntoWork business, controlled premises or workplaces, provided by clients and work sanctioned events, will result in immediate termination
4. Inappropriate drug and alcohol use at work or any work sanctioned events is to be reported to an employee's supervisor or management, for action which may include possible referral to appropriate treatment or counselling
5. Employees are responsible for checking with their doctor to establish if medical drugs that are prescribed or recommended for their use may affect their ability to work safely. Employees are required to inform their supervisor if medical drugs being consumed may impair their judgment or performance and capacity to work safely so that alternative work arrangements can be determined
6. Senior management has the discretion to permit limited alcohol consumption for approved and authorised business functions. Arrangements for such functions will include the provision of low-alcohol and non-alcoholic beverages
7. Procedures are developed and maintained for dealing with alleged breaches of this policy

Implementation of this policy at each IntoWork business is the responsibility of their senior management. The maintenance and review of this policy is the responsibility of the IntoWork CEO. The review will be conducted in consultation with senior management of the IntoWork businesses.

This policy has been developed in consultation with interested parties and with consideration to access and equity principles and legislative requirements.

A handwritten signature in black ink that reads 'Poul Bottern'.

Poul Bottern
Group CEO

14 August 2018

GUIDANCE NOTES

These Guidance Notes accompany the IntoWork Drug and Alcohol Policy. They are provided to assist in achieving the objective of the Policy at each IntoWork business. They are not part of the Policy and guidance for compliance only. Additional information and assistance with the development and implementation of the required management systems is available by contacting IntoWork.

1. This policy and other relevant information on the risks associated with the use and abuse of drugs and alcohol in the workplace will be provided to all employees and training participants.

There is a legal requirement to provide information, instruction and training on risks associated with work being performed. The use of drugs and alcohol should be managed like any other workplace hazard. The statement applies to all employees and any participants in training programs, if applicable, being provided. Employees include staff and employees placed at client provided workplaces. The information contained in the policy must be provided. Relevant information should be determined and provided. The business should be able to demonstrate that the policy statement is being implemented. An example could be including a copy of the policy and relevant information in an employee induction program.

2. The possession, consumption, distribution or sale of illegal drugs is strictly prohibited at any IntoWork business controlled premises or workplaces provided by clients.

The possession, consumption, distribution or sale of illegal drugs is a criminal offence. The statement applies to anyone attending the business premises and employees and training participants at client or provider workplaces. Relevant evidence should be maintained that the policy statement is being enforced. An example could be reiterating information on inappropriate drug and alcohol use in a business newsletter.

3. The employment of any employee in the possession of, or involved in the consumption, distribution or selling, of illegal drugs will be terminated.

The possession, consumption, distribution or sale of illegal drugs is a criminal offence. The statement applies to all employees including staff and employees placed at client provided workplaces. The business should be able to demonstrate that the policy statement would be implemented if required and that appropriate procedures have been established. An example could be including the condition in an employee's conditions of employment.

4. Inappropriate drug and alcohol use at work or any work sanctioned event is to be reported to an employee's supervisor or management, for possible referral to appropriate treatment or counselling.

The intention of the policy statement is to support self-reporting of drug and alcohol issues by employees and the provision of support services by the business. The statement applies to all employees including staff and employees placed at client provided workplaces. The business should be able to demonstrate that employees and supervisors are aware of reporting procedures and the support services available and that appropriate services are maintained. An example could be including the information in a staff health and well-being program.

5. Employees are responsible for checking with their doctor to establish if medical drugs that are prescribed or recommended for their use may affect their ability to work safely. Employees are required to inform their supervisor if medical drugs being consumed may impair their judgment or performance and capacity to work safely so that alternative work arrangements can be determined.

Employees may be using medication that affects their capacity to work safely. This would include work-related driving. The effects of medication on employees should be managed like any other workplace hazard. The statement applies to all employees including staff and employees placed at client provided workplaces. The employee has the responsibility for obtaining advice from their medical provider and advising their supervisor if the medication may affect their ability to work safely. Managing the risks associated with the use of the medication includes determining appropriate or alternative work arrangements which may include restrictions. The business should be able to demonstrate that employees and supervisors are aware of the risks associated with taking medication that impairs judgment or performance and capacity to work safely and the reporting requirements. An example could be including the information at the bottom of a leave application form.

6. Senior management has the discretion to permit limited alcohol consumption for approved and authorised business functions. Arrangements for such functions will include the provision of low-alcohol and non-alcoholic beverages.

The policy is applicable to attendance at authorised work-related functions conducted during and outside normal working hours. The intention of the policy statement is to manage the risks associated with excessive alcohol consumption. The use of alcohol provided at business functions should be managed like any other workplace hazard. The controls being exercised in the policy statement are limiting the amount of alcohol consumed and providing low-alcohol and non-alcohol alternatives for employees and guests. The business should be able to demonstrate that the requirements of the policy statement are being implemented.

7. Procedures are developed and maintained for dealing with alleged breaches of this policy.

The policy statement is applicable to all employees including staff and employees or trainees placed at a client provided workplace and people attending the business premises. The business would be required to determine, develop and maintain appropriate procedures for dealing with an alleged breach of the policy. This could include for example, conducting an investigation; implementing counselling and disciplinary action; and termination of employment. The business should be able to demonstrate that systems have been developed and maintained to implement the requirements of this policy statement.

Rev.	Date	Nature of Changes	Approved By
0	[Date of Issue]	Original Issue	[Policy Approver Name]