



Drugs and Alcohol Policy

1 POLICY

This policy ensures the promotion of a healthy and safe workplace for all employees, visitors and clients.

The policy assists Water Wash in meeting its Occupational Health and Safety objectives by outlining the minimum requirements to be observed in relation to drugs and alcohol in Water Wash's workplaces. The policy also assists our employees to understand their obligations in relation to the consumption of legal and illegal substances; and the range of support available in situations where substance abuse is a concern.

This policy applies in the normal work environment and in all work-related situations including training seminars or conferences, client functions, social club activities or employee functions.

All employees are able to benefit from, and are subject to, the conditions detailed in this policy. An employee's age, biological gender, language, ethnicity, cultural background, religious belief, sexual orientation, gender identity or expression, intersex status, disability, learning style, educational level, professional skills, work and life experiences, socio economic background, job function, geographical location, relationship status or family responsibilities and any other protected attribute will have no impact on the application of this policy.

If you believe this policy is written, or has been applied, in a way that does not foster diversity or promote inclusion, you are encouraged to seek support the Managing Director.

2 REQUIREMENT TO BE FIT FOR WORK

Employees are not permitted to attend work or perform work duties if in an unfit work condition.

Drug and alcohol matters may constitute a relevant disclosure either as separate issues, or as part of a mental health condition.



An unfit work condition is any which adversely affects the psychological and physical faculties or capacity of the employee and which prevents that employee from functioning in a coherent and safe manner.

If it is reasonably believed that an employee may be unfit for work, either by the employee or following discussions with the HSE Officer, that employee should not return to the office, or may be requested to go home. Leave must be entered into Xerox to cover the period of absence on return to work.

4 PROHIBITED USE - DRUGS

Water Wash has a 'zero tolerance' of prohibited drugs.

Employees are not permitted to consume, be under the influence, sell, possess or distribute prohibited drugs during working hours, on any premises connected with Water Wash at any time.

Prohibited drugs are any substance or medication capable of causing changes in behaviour, wellbeing or performance (with the exception of drugs appropriately prescribed and used as directed by a medical practitioner).

Prohibited drugs include:

- illegal drugs
- prescription medication not authorised by a medical practitioner
- over the counter or prescribed medications when misused; and
- decriminalised substances.

If an employee has been prescribed a medication that affects their behaviour, wellbeing or performance as part of its proper use, this will not be deemed prohibited. However, they must report this to their HSE Officer to ensure that appropriate actions can be taken to ensure employee safety and work quality.

5 RESPONSIBLE CONSUMPTION OF ALCOHOL

Responsible consumption of alcohol is expected of all employees during working hours, or when alcohol is served at official events on, or external to, Water Wash.

During working hours, if an employee is returning to the office or another location to complete work, or is reasonably seen to represent Water Wash to any third parties, they should remain within the legal driving limit.

Sensible precautions should be taken to ensure that employees are fit to travel and work the following day after having consumed alcohol.



By way of clarification, a good guide is whether an individual would be within the legal driving limit. Responsibility must be taken by the employee to ensure that they are fit to work.

6 INDICATIONS OF NOT BEING FIT FOR WORK

An employee may be reasonably suspected as 'not fit for work' if a change in behaviour occurs which includes, but is not limited to:

- Alteration of mood
- Unusual or strange behaviour / impaired judgement
- Unusual changes in concentration
- Lack of physical co-ordination
- Admittance of dependency on a substance
- Suspicion of a particular smell from the employee
- Physical evidence of possession of a substance
- Significant change in personal appearance

7 RESPONSIBILITIES

Water Wash will:

- maintain confidentiality in relation to any breaches of this policy
- provide supportive assistance to employees choosing to seek treatment for alcohol or drug related concerns;
- encourage employees who have or are developing alcohol or drug related issues to seek treatment, including referral to the Employee Assistance Program; and
- maintain overall responsibility for the expected standards of behaviour, discipline and safety.

The Managing Director will:

- consult if doubts exist as to whether an employee is in a fit work condition;
- prevent employees in an unfit work condition from commencing or continuing work;
- make arrangements to ensure employees in an unfit work condition return home without risk to themselves or others;
- be responsible for the authorisation of the consumption of alcohol on Magnium premises in appropriate situations; and
- ensure responsible service of alcohol and, where appropriate, monitor consumption levels at Magnium events where alcohol is served.



Water Wash employees will:

- adhere to the requirements of this policy;
- accept responsibility for the standard of their behaviour while on Water Wash premises or representing Water Wash;
- support each other at events for others who may be intoxicated by ensuring their safety and ensuring they return home safely;
- notify their HSE Officer / COO if prescribed medication which may impact their behaviour, wellbeing or performance; and
- be in a fit work condition while on Water Wash premises or representing Water Wash.

8 FAILURE TO COMPLY WITH THIS POLICY

Employees found to be under the influence of drugs or alcohol where it impacts or has the potential to impact their own safety, the safety of others around them and/or the quality of their work will be requested by the Managing Director to return home (in a manner that ensures their safety). Employees found to be in breach of this policy may be subject to disciplinary action to a level appropriate to the breach.