

Drug and Alcohol Policy

At a Glance

Five Good Friends is committed to ensuring the health, safety and welfare of all employees and to prevent and reduce harm associated with people being impaired by drugs or alcohol at work.

Scope

This policy relates to all Five Good Friends workers (employees, contractors and volunteers).

Objective

The objectives of this policy are to:

- provide clear and documented guidelines regarding the Five Good Friends position on drug and alcohol in the workplace
- maintain the good welfare of employees, and
- ensure a safe working environment.

Definition

- N/A

Policy Statement

It is the responsibility of all Five Good Friends managers to:

- ensure this policy is enforced on a day-to-day basis
- direct any employee reasonably suspected of being under the influence of drugs or alcohol away from the work area
- direct employees to a medical practitioner nominated by the employer where it is reasonably suspected that they are under the influence of drugs or alcohol
- arrange for on-site alcohol testing for employees accused of being under the influence of drugs or alcohol
- arrange for transport home for any employee believed to be under the influence of drugs or alcohol
- counsel employees who are found to be in breach of this policy and

- authorise appropriate assistance for an employee whose performance is affected by drugs or alcohol.

It is the responsibility of all employees to:

- comply with this policy, and
- inform their manager and request assistance if they have an ongoing drug or alcohol problem or addiction that is likely to adversely affect their work performance.

Consumption of Alcohol or Drugs

- Employees should not be under the influence of alcohol or drugs during working hours and must at all times carry out their duties and responsibilities in a safe manner.
- If anyone suspects that another employee is working while impaired by or under the influence of alcohol or drugs, they should immediately report this situation to their manager.
- Employees must observe statutory limits for blood alcohol content while driving:
 - any company vehicle, or
 - any vehicle on Five Good Friends business to, during or from work.
- A modest consumption of alcohol is acceptable at approved functions. However, employees are responsible for the amount they choose to drink at such functions.

Employer Support

- We view alcoholism and drug use as treatable illnesses. In appropriate situations, where a worker's performance and wellbeing has been adversely affected by alcohol or drug use, Five Good Friends will assist the employee via referral to treatment programs.

Breach of this Policy

- Where a worker breaches or is reasonably suspected of having breached this policy, they will be given an opportunity to explain their actions.
- Where no satisfactory explanation is given, the matter will be treated as misconduct.
- Breach of this policy will result in disciplinary action, up to and including dismissal.
- Where an employee is referred to a treatment program, absence from work for treatment will be covered by the employee's personal leave entitlements. When an employee has no outstanding paid personal leave, they may be entitled to unpaid leave (as per the policy) or they may be able to utilise other accrued leave entitlements, e.g. annual leave.

- Five Good friends reserves the right to terminate employment if treatment is not undertaken or is unsuccessful.

References and Related Documents

Five Good Friends

- Work Health and Safety Policy
- Code of Conduct Policy
- Unpaid Leave Policy

External

- N/A