

Drug & Alcohol Policy

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Version	1.0	Review Date	2022

Objectives

Griefline is committed to achieving a safe workplace and reducing the negative impact of the influences and hazards of illness, stress, fatigue, alcohol and drug abuse or addiction.

Scope

This policy applies to all employees, volunteers and contractors of Griefline.

Drug & Alcohol in the Workplace Policy

All employees, volunteers and consultants are always required to present themselves fit for work for the duties they are required to perform. Being fit for work means being in a physical, mental and emotional state that ensures performance does not threaten the individual's, and others, health and safety.

All employees, volunteers and contractors are expected to:

- Report to work with a blood alcohol concentration (BAC) or breath alcohol concentration (BrAC) of 0.5%
- Not perform any tasks whilst under the influence of drugs or alcohol
- Not possess, use, consume, distribute or sell alcohol, illicit or unprescribed drugs or misuse prescribed medication while performing work for Griefline.
- Inform their supervisor when they are using prescribed medication that may impair their behaviour or performance; and inform their supervisor if they are aware or suspect another person is not fit for work.

It is the responsibility of both the business and its team members to ensure that they always work in a safe manner.

Therefore, it is the responsibility of all team members to ensure that at no time do they work under the influence of drugs or alcohol that has the outcome of temporarily or permanently depriving them of their normal mental or physical facilities.

Reporting

If you, are of reasonable belief that a team member is working under the influence of any drugs/or alcohol that impair their ability to perform their role, then you must inform your manager immediately.

If you are witness too or have any concerns regarding the use of drugs and alcohol in the workplace, please feel free to discuss your concerns with your manager or Human Resources.

Acting as a Representative of the Business

Due to the nature of the business there will be circumstances where employees, volunteers and contractors are required to act as representatives of the business, including social functions.

It is expected that in such circumstances that all employees, volunteers and contractors agree to behave in a manner which represents the professionalism of the organisation. Non-alcoholic beverages must be made available.

If alcohol is consumed employees, volunteers and contractors are required to consider the way they will travel home from events to ensure compliance with all laws.

Consequences

If an employee, volunteer or contractor engages in the unauthorised consumption of illegal or non-prescription drugs and/or alcohol during working hours, summary dismissal will occur.