

DRUG AND ALCOHOL POLICY

Purpose

We are committed to providing and maintaining an environment free from unacceptable risk to the health, safety and welfare of our employees and maintain a zero tolerance stance on the misuse of drugs or alcohol in the workplace.

Scope

This policy applies to all employees of Hudson including all permanent full time, part time, fixed-term, casual and on-hire employees (ie. contractors/temporaries), at all times during the employment relationship.

Policy

Employees are required to report for, and remain at work in a condition free from the effects of alcohol and drugs.

- Excessive alcohol consumption in the workplace by an employee poses a negative health and safety risk to colleagues and clients of the company and for this reason will not be tolerated. Employees who arrive or become intoxicated at work will immediately be asked to return home.
- Involvement in the dealing, transfer or consumption of illegal drugs in the workplace by an employee poses a negative health and safety risk to colleagues and clients of the company and for this reason will not be tolerated.

Hudson's concern for an employee's alcohol consumption, drug taking or drug dealing, other than at the workplace or work sponsored event, commences when it directly impacts performance, attendance, and behaviour that is detrimental to the reputation of the company.

Any employee who breaches the above guidelines will be subject to disciplinary action and in cases where illegal activity has taken place, instant dismissal may result. Any person found committing or suspected of committing a criminal offence may be reported to the police.

Responsibilities

Employees

Employees are required to familiarise themselves with this policy and adhere to the requirements of this policy at all times. In the event of alcohol being provided by the company at work functions, individual employees attending such functions are responsible for ensuring that their own intake, if any, is moderate. It is the responsibility of all employees to behave in a manner that does not impact the safety of themselves or other employees nor lead to, support, or condone discrimination, harassment and/or bullying.

Should an employee be concerned that their work ability or the work ability of others may be impaired by drugs or alcohol, they should consult with their senior leader.

Prescription drugs

If an employee takes prescription drugs it is their responsibility to ensure that those drugs do not interfere with their ability to perform their role. The employee is also responsible for ensuring their manager is aware of any special needs that they may have, or any impairment that the drugs may cause.

Managers / Company events

It is the responsibility of management to ensure that all work related or sponsored functions are managed in a manner consistent with this policy in an effort to mitigate the risk associated with alcohol and illegal drugs. It is also the responsibility of management to ensure that work functions are managed safely and responsibly to ensure adherence to this policy. This responsibility includes ensuring that appropriate arrangements are made to offer a responsible balance of food and alcohol to employees. Non-alcoholic beverages must also be made available. A responsible manager should also be nominated by the event organiser to maintain a dedicated eye on the progress of proceedings to encourage and ensure compliance with policy.

Policy Breaches

Alcohol

Alcohol problems typically fall into one of two categories:

1. An over indulgence resulting in rowdy, inappropriate or dangerous behaviour
2. A dependency which continually or repeatedly interferes with the employee's work performance.

Policy breaches will be managed in careful consideration of specific events circumstances.

In the Workplace

Employees who arrive or become intoxicated at work will immediately be asked to return home. Upon return to work the appropriate discussions with their manager will take place. Repeated breaches may indicate an alcohol dependency and in these cases managers should refer to their local HR representative.

At Work functions

Employees who arrive at or become intoxicated at work functions will immediately be asked to return home. Upon return to work the appropriate discussions with their manager will take place. Repeated breaches may indicate an alcohol dependency and in these cases managers should refer to their local HR representative.

Travel

It is the responsibility of the employee, with the support of management, to ensure that in the event that they become intoxicated in the workplace or at a work function that they are driven home by a responsible person or travel via public transport. In cases where it is deemed unsafe for an employee to travel alone, it may be appropriate for them to be accompanied by a responsible colleague, friend or family member.

Drugs

Illegal drug problems typically fall into one of three categories:

1. The possession, use or attempted use of illegal drugs, resulting in noticeable impairment of cognitive and motor functions, unusual or inappropriate behaviour or dangerous behaviour to themselves and/or other employees.
2. The dealing of illegal drugs between employees where drugs are exchanged in the workplace.
3. An illegal drug dependency which continually or repeatedly interferes with the employee's work performance.

In the Workplace

Employees who arrive at or become under the influence of non-prescriptive or illegal drugs while at work will immediately be asked to return home. Upon return to work the appropriate discussions with their manager will take place. Repeated breaches may indicate a drug dependency and in these cases managers should refer to their local HR representative.

Employees who present for work under the influence of illegal drugs, consume illegal drugs in the workplace and/or who deal in or solicit illegal drugs will be subject to disciplinary action, which may include immediate dismissal.

At Work functions

Employees who arrive at or become under the influence of illegal drugs at work functions will immediately be asked to return home. Upon return to work the appropriate discussions with their manager will take place. Repeated breaches may indicate a drug dependency and in these cases managers should refer to their local HR representative.

Employees who present at work functions under the influence, consume illegal drugs at work functions or who deal in or solicit the consumption of illegal drugs may be subject to disciplinary action, which may include immediate dismissal.

Support, Assistance and Confidentiality

We encourage anyone who misuses substances to come forward and seek help. If you feel you have a problem, you are encouraged to seek help and advice from the Employee Assistance Program through their confidential support services. Alternatively, you can approach your local HR representative for assistance. Any such matter will be treated by Hudson sensitively and in confidence.