

ALCOHOL AND OTHER DRUGS POLICY

QC889



A Sterling & Wilson Group Company

GCo Australia is committed to providing a safe, healthy and secure environment for all our employees and for those affected by its operations and activities. The quality of GCo Australia Services work will not be compromised by the presence of people under the influence of alcohol, non-prescribed drugs or over the prescribed dose of prescription medication in the workplace.

The policy applies to all direct employees, agency and sub-contract employees whilst at their workplace and visitors to company premises or workplaces.

GCo Australia will undertake the following to ensure:

- GCo Australia work sites are a safe working environment by minimising hazards associated with the inappropriate use of drugs and alcohol through pre-employment approved testing and onsite drug and alcohol testing procedures.
- Clients, employees and sub-contractors are made aware of GCo Australias' drug and alcohol procedures through inductions and ongoing training awareness sessions.
- Assistance is available to its employees and sub-contractors through a range of preventative, educational and rehabilitative measures to overcome problems associated with the inappropriate use of alcohol and other drugs.
- If personnel are considered unfit for duty through inappropriate use of alcohol and drugs, they are dealt with in accordance with the alcohol and other drugs policy and procedure.
- Personnel shall not use, distribute, sell, or be in possession of or be impaired by drugs while on company premises or work sites except where the use or possession of drugs is lawful and prescribed by a medical practitioner.
- Personnel shall not use, distribute, be in possession of or impaired by alcohol while on any Company premises or work sites, except where the use, sale or possession of alcohol is permitted by Executive Management or a Company Director i.e. approved social function.
- Where a person uses any drug lawfully prescribed by a medical practitioner and the use of that drug may in any way impair work standards that person has a duty of care to advise GCo Australia.

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- Any information disclosed by a person is private and confidential and must not be disclosed to any other person unless that information is likely to harm other personnel in the workplace.

A handwritten signature in black ink, appearing to read 'Murray Hadley', with a large, circular flourish at the end.

Murray Hadley

CEO

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