



**DRUG
&
ALCOHOL
AWARENESS POLICY**

-Our Commitment to a safe working environment-



Huon Logistics Drug and Alcohol Policy

Drug & Alcohol Policy Objectives

The objective of this drug & alcohol policy is to:

- Eliminate risk associated with the inappropriate use of drugs and/or alcohol at work.
- Meet legal & duty of care obligations by providing a safe and productive work environment in which employees, clients and visitors are not unduly placed and risk.
- Provide assistance to employees to overcome problems associated with inappropriate use of drugs and alcohol
- Provide disciplinary procedures to be used as required.

Managers/ Supervisors Responsibilities

Managers/ supervisors are responsible for implementing this policy at the work place.

Specific responsibilities include:

- Ensure employees, visitors and contractors understand and comply with this policy
- Provide support and information to employees who have a problem with drug or alcohol abuse.
- Counsel and discipline employees as per employee performance monitoring and discipline procedures.

Employee and Visitor Responsibilities

Employee and visitors responsibilities include the following;

- Comply with the drugs and alcohol policy
- Cooperate with the independent testing authorities as required.

Inappropriate use of Drugs

Inappropriate use of drugs included:

- The use of possessions of illegal drugs at worksite
- The use of illegal drugs which may or may not impair and employee's ability to perform his/her duties safely or efficiently or which adversely impact on an employee's attendance or behavior.
- The use of prescription drugs such as barbiturates, methadone or the use of any other prescription drug in an inappropriate manner that may:
 1. Impair an employee's ability to perform his/her duties safely and efficiently, or
 2. Adversely impact on the employee's attendance or behavior

The sale, supply or manufacture of either illegal or prescriptive drugs



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Inappropriate use of alcohol

Inappropriate use of alcohol includes:

- The unauthorized possession of alcohol at a worksite
- Consuming alcohol whether within or outside the worksite to the point that impairs the employees work performance
- The sale or supply of alcohol at work-site
- Having a blood alcohol concentrate (BAC) reading above .0% whilst engaged at a work-site

Identification & Testing

It is a condition of employment that all employees undertake testing when required.

Testing can be undertaken as follows:

- Pre-employment for all employees
- Following accidents or incidents
- When work performance and/ or general behavior deteriorates and drug/alcohol abuse is suspected.
- Random testing by site, occupation, etc
- Employees may request self-testing.

Confidential of Information

All information relating to employee assistance and drug & alcohol use shall be kept strictly confidential.

Employee Assistance

Huon Logistics recognizes alcohol & drug abuse dependency as a treatable condition and shall provide employees with counseling and support services. Job & security promotional opportunities shall not be jeopardized for employees who seek help.

General Disciplinary Issues

Any person subject to dismissal action shall be given an opportunity to “show case” why he/she should not be dismissed.

All persons involved in a drug/alcohol incident shall be counseled by managers/supervisors to determine the circumstances and reinforce Huon’s policy, expectations and the consequences of any future breaches.

Any employee who refuses a test shall be stood down and subject to disciplinary action.

Any attempt to avoid or falsify and test shall involve disciplinary action and possible termination of employment.



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Immediate Disciplinary Action

The following shall occur when an employee is deemed unfit to work because of suspected drug/alcohol abuse:

- Immediate removal from his/her worksite & transportation back to his/her accommodation.
- Tested completed.
- Not permitted to return to work until he/she can demonstrate that he/she is fit for work.

Disciplinary Action- Gross Misconduct

Any person found guilty of gross misconduct shall be instantly dismissed. Each case shall be instantly dismissed. Each case shall be treated on an individual basis taking into account the circumstances of the incident, employee's history etc.

Gross Misconduct is:

- Possession, sale, supply, manufacture or distribution of a prohibited drug or alcohol at the worksite, or
- Being under the influence of alcohol (BAC of .00 and above) or a prohibited drug at the worksite.

First Offence- Not Gross Misconduct

Employee is counseled and given a written warning. Random testing & monitoring shall be completed for 12 months and the employee must demonstrate that he/she is fit for work before resuming duties.

Second Offence- Not Gross Misconduct

The employee will immediately be suspended from duty until he/she is able to demonstrate fitness for work. Employee shall be issued with a final written warning that any recurrence shall result in instant dismissal.

Third Offence- Not Gross Misconduct

Employee shall be instantly dismissed unless extreme mitigating circumstances exist. If an employee has no offences for 12 months, then previous offences shall lapse. If in doubt, please see your immediate supervisor