

	<p style="text-align: center;">BUZZWORKS DRUG & ALCOHOL POLICY</p>	Doc Type:	Policy
		Last Reviewed Date:	27 Mar 2025
		Next Review Date:	27 Mar 2026
		Owner:	N Sarlin

Policy Statement

Buzzworks is committed to ensuring so far as reasonably practicable the health and safety of all Workers as well as clients, visitors and members of the public, to ensuring healthy and safe working conditions, and to the safe operation of all equipment in the workplace.

Buzzworks has adopted a Drug and Alcohol Policy which prohibits all workers from working or conducting business for and on behalf of Buzzworks with drugs and/or alcohol in their system in excess of the tolerance levels set out in this Policy.

Principles

Buzzworks is committed to:

- Contributing positively to the health and wellbeing of all workers engaged by Buzzworks;
- Providing a work environment that is free from the negative impact of drugs and alcohol;
- Improving the health and safety of all Workers;
- Maintaining the privacy of employees and their rights as private citizens.

Buzzworks' interests regarding this Policy and its application are restricted to:

- The workplace health and safety, behaviour and performance of Workers engaged by Buzzworks;
- The health and safety of the general public; and
- The public perception of Buzzworks and the conduct of our business.

Buzzworks expects all workers to maintain high professional standards at all times when representing Buzzworks and at all times during work hours.

Scope

This Policy applies to all Workers who are engaged by Buzzworks in any capacity or location during business hours or hours of work.

Workers includes managers and supervisors, full-time, part-time or casual, temporary or permanent employees, apprentices, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Buzzworks, a work experience student or a volunteer.

Nothing in this Policy is intended to create an employment relationship between Buzzworks and its workers.

Alcohol

- 1.0 Except as otherwise permitted under this Policy, or as otherwise expressly permitted by Buzzworks, it is strictly prohibited for a Worker to work for Buzzworks while under the influence of alcohol. Unauthorised consumption of alcohol during work hours or on Buzzworks premises is also strictly prohibited.
- 2.0 Buzzworks acknowledges that alcohol consumption is a lawful activity and that workers are free to consume alcohol in their own time. However, Buzzworks requires that any alcohol consumption away from Buzzworks' premises or outside of work hours does not interfere with a worker's ability to safely and professionally perform his or her duties for Buzzworks, and does not negatively impact on Buzzworks in any way. Therefore, Workers are required to have a breath alcohol concentration (BAC) of 0.00 per litre of breath during work hours, including overtime, remote work and working from home.
- 3.0 Subject to the other provision of this Policy, workers may be permitted to consume alcohol:
 - 3.1 At employment based social events.
 - 3.2 At networking events.

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4.0 In the event that a Worker consumes alcohol as permitted under the preceding sub-clause:

- 4.1 The Worker must act responsibly.
- 4.2 The Worker must not cause any detriment to Buzzworks and must not do anything to harm the reputation of Buzzworks.
- 4.3 The Worker must ensure that he or she does not behave in a manner which places any property or any person (whether the Worker or any other person) at risk.
- 4.4 The Worker must plan ahead and consider whether he or she need to make alternative transport plans.
- 4.5 The Worker must take account of their own alcohol tolerance and must take responsibility for refraining from further alcohol consumption, as well as consuming non-alcoholic drinks and food if appropriate.

Illicit Drugs

- 1.0 It is strictly prohibited for a Worker to work for Buzzworks while under the influence of an illicit drug as defined by the *Drugs Misuse Act 1986* (Qld) and relevant Commonwealth legislation.
- 2.0 It is strictly prohibited for a Worker to work for Buzzworks if the Worker's performance, judgment, coordination or well-being could reasonably be impaired during work hours as a result of the Worker's consumption of an illicit drug.
- 3.0 The manufacture, possession, distribution, sale, purchase or consumption of illicit drugs during work hours, on Buzzworks' premises, or at any Buzzworks related event is strictly prohibited.

Lawful Drug Use

In the event that a Worker uses lawful drugs for legitimate medical reasons, and is such lawful drug use may reasonably be expected to interfere with the Worker's ability to safely and professionally perform his or her duties for Buzzworks, or may reasonably be expected to negatively impact on Buzzworks in any way:

- The Worker must notify Buzzworks as soon as possible.
- Buzzworks may assign the Worker to other duties until such time as they are satisfied that the Worker's lawful drug use is no longer expected to interfere with the Worker's ability to safely and professionally perform his or her duties for Buzzworks or to negatively impact on Buzzworks or the safety of any persons including the Worker.

Testing

- 1.0 In the event that Buzzworks has a reasonable suspicion that a Worker is using illicit drugs or is under the influence of alcohol during work hours, Buzzworks may require the Worker to immediately stop work and to submit to a drug and/or alcohol test.
- 2.0 The drug and/or alcohol tests described under the preceding clause may include:
 - 2.1 urine test
 - 2.2 blood test
 - 2.3 saliva test
- 3.0 Testing will be conducted by a qualified person and in accordance with relevant Australian Standards AS/NZS 4308:2008 and AS 4760:2006.
- 4.0 In the event that the Worker returns a positive test for drugs and/or alcohol, the matter will be handled, and the Worker may be disciplined as deemed appropriate by the Directors.

Responsibility

- 1.0 Each Worker is responsible for ensuring their own compliance with this Policy.
- 2.0 Each Worker is responsible for ensuring their own safety and the safety of others and if a Worker feels unsafe working with another person because they suspect that person is affected by drugs and/or alcohol in breach of this Policy, the Worker must refer the matter to a Director, Supervisor or Manager. Situations that may indicate a breach of this Policy include:
 - 2.1 observing a Worker using drugs or alcohol or finding evidence of usage; or



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- 2.2 detecting the odour of alcohol on a Worker; or
 - 2.3 suspecting a Worker is working with drugs and/or alcohol in their system in excess of the tolerance levels set out in this Policy (for example through abnormal or erratic behaviour); or
 - 2.4 learning from a reliable or credible source that the Worker has consumed drugs and/or alcohol in breach of this Policy.
- 3.0 Any communication from a Worker who reports a potential breach of this Policy to a Director, Supervisor or Manager will be handled in strict confidence.

Disciplinary Action

In the event that a Worker breaches this Policy, the following disciplinary procedures may apply, at Buzzworks' sole discretion:

- a formal warning;
- a requirement to provide an apology (either verbal or in writing);
- a requirement to attend training;
- a requirement to attend counselling;
- demotion;
- a missed opportunity for promotion;
- suspension;
- termination.

Policy Updates

This Policy may change from time to time and is available on our website <https://buzzworks.net.au/policies>.

Policy Complaints and Enquiries

Buzzworks is committed to providing an environment which is safe for all Workers. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

If you have any queries or complaints about our Drug & Alcohol Policy please contact us at:

Buzzworks

Enquiries: info@buzzworks.net.au

Complaints: complaints@buzzworks.net.au

Telephone: +61 7 3366 5080