

POLICY: DRUGS AND ALCOHOL


This policy is applicable to all Accrete employees, associates and contractors. Accrete recognises that the misuse of drugs and alcohol is a serious problem with a potential to impact upon the health and safety of employees and clients, and the safe conduct of Company operations.

- The sale, distribution or consumption of alcohol on Company and/or client premises during working hours is strictly prohibited without the authorisation of Management.
- The sale, possession or distribution of prohibited drugs on Company and/or client premises is strictly prohibited.
- The misuse of legitimate drugs, the possession, distribution or sale of illicit or un-prescribed controlled drugs or alcohol on Company and/or client worksites is prohibited.
- No employee or contractor shall attend work if he/she is impaired by, or whose abilities might in any way be influenced by, the use of alcohol, controlled or prohibited drugs.
- No employee or contractor shall bring any hazardous or otherwise controlled substance onto Company and/or client premises without formal authorisation from the CEO.
- Any employee or contractor who is suspected of being under the influence of drugs or alcohol, or in the possession of alcohol or prohibited drugs shall be removed from site.
- Any employee, contractor or associate who fails to comply with this policy shall be denied access to Company and/or client premises.
- Any employee who fails to comply with any Federal, Commonwealth, State or Territory regulations shall be subject to disciplinary action including possible and immediate dismissal. It is the responsibility of the employee to familiarise themselves with the relevant laws and regulations.
- Any employee who fails to comply with any aspect of this Policy and brings the reputation of Accrete into dispute shall be immediately subject to disciplinary procedures.
- Accrete will within reason assist with the rehabilitation of any employee suffering from drug or alcohol related addition.

Policy Review

Accrete may make changes to this policy and procedure from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the CEO. Any staff member who requires assistance in understanding this Policy should contact the CEO.

APPROVAL

Policy applies to	All staff	Approval date	7 December 2017
Approval authority	CEO	Signature	
Date of Last Revision	7 December 2017	Date of Review	2 February 2018

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