

NIGHT HAWK

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Drug and Alcohol Policy for Night Hawk Intelligence

1. Purpose

Night Hawk is committed to maintaining a safe, professional, and productive environment for its employees, contractors, and clients. This Drug and Alcohol Policy aims to outline expectations regarding the use of drugs and alcohol in the workplace, ensuring the health, safety, and well-being of all parties involved. We strive to uphold the highest ethical standards in our investigative work, and this policy supports our commitment to safety, professionalism, and compliance with relevant laws and regulations.

2. Scope

This policy applies to all employees, contractors, and clients of Night Hawk, both on company premises and during any work-related activities, including off-site investigations, meetings, and transportation. It covers the use, abuse, and possession of drugs and alcohol while performing work duties or during any work-related activities.

3. Definitions

- **Drugs:** Includes any illegal substances, prescription medication not used in accordance with a doctor's prescription, or over-the-counter drugs that impair performance, judgment, or behavior.
- **Alcohol:** Refers to any beverage containing alcohol that is consumed in excess, impairing the ability to perform work duties.
- **Workplace:** Any location or event where Night Hawk Investigations staff, contractors, or clients are engaged in work-related activities, including client premises, office spaces, vehicles, and any investigation sites.

4. Policy Statement

- Night Hawk has a zero-tolerance policy for the use, possession, or being under the influence of illegal drugs or alcohol during work hours or while engaged in work-related activities.
- Employees and contractors must not consume alcohol or illegal drugs, nor should they appear to be impaired by these substances, while performing any tasks or duties for Night Hawk

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- Any use of prescription or over-the-counter drugs that may impair an individual's ability to perform their duties safely and effectively must be reported to their supervisor.
- Employees and contractors are required to comply with relevant laws and regulations governing the use of drugs and alcohol in the workplace.

5. Responsibilities

- **Employees and Contractors:**
 - Must report to work in a fit state to perform their duties, without impairment from drugs or alcohol.
 - Must not consume or be under the influence of drugs or alcohol during work hours or on client premises unless authorized by management and in compliance with all applicable laws.
 - Must notify their supervisor if they are taking prescription medication that may impair their performance or affect the safety of themselves or others.
 - Must cooperate with drug and alcohol testing if required under this policy.
- **Management:**
 - Will ensure that this policy is communicated clearly to all employees and contractors and that any concerns regarding drug and alcohol use are addressed promptly.
 - Will take appropriate steps to ensure a safe working environment free from the effects of drugs or alcohol.
 - Will take disciplinary action if any violation of this policy is found, in line with the company's disciplinary procedures.

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6. Alcohol and Drug Use in the Workplace

- **Prohibited Activities:**
 - The use, possession, or sale of illegal drugs during work hours or on work premises is strictly prohibited.
 - Employees and contractors must not consume alcohol or be impaired by alcohol during work hours or while engaged in work-related activities, including investigations, meetings, or client visits.
- **Prescription Medication:**
 - Employees and contractors who are taking prescription medication that may impair their ability to perform their duties are required to inform their supervisor. A medical assessment may be required to ensure they are fit to perform their tasks safely.
- **Testing:**
 - Night Hawk reserves the right to conduct drug and alcohol testing where there is reasonable suspicion of impairment during work hours or on work-related duties.
 - Testing may include breathalyzer tests, urine tests, or other scientifically valid testing methods as determined by management.
 - Employees and contractors who test positive for illegal drugs or alcohol may be subject to disciplinary action, including termination of employment or contract.

7. Substance Abuse Assistance

Night Hawk is committed to supporting employees and contractors who may have substance abuse issues. Employees and contractors are encouraged to seek assistance and can access the following support options:

- Employee Assistance Programs (EAP) or counseling services (where available).
- Referral to local support services for substance abuse issues.
- Flexible leave arrangements to support treatment or recovery needs, where applicable.

Employees or contractors who seek help voluntarily will not face disciplinary action as a result of seeking assistance, provided they are making reasonable efforts to address the issue.

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8. Client Expectations

While Night Hawk takes every step to ensure a professional and safe environment for its staff, we also expect the same from our clients. Our clients are required to:

- Ensure their premises and any work-related activities are free from drugs and alcohol.
- Refrain from consuming alcohol or using drugs during any meetings, investigations, or work-related events.
- Notify Night Hawk if they become aware of any issues related to drugs or alcohol that may affect the safety or integrity of the investigation or the wellbeing of staff and contractors.

Night Hawk Investigations reserves the right to suspend or terminate services if there is reasonable concern about the safety or well-being of its staff due to substance abuse at the client's premises or during investigations.

9. Disciplinary Action

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract. The level of disciplinary action will depend on the severity of the violation, taking into account the safety risks involved and any prior incidents.

10. Review and Amendments

This policy will be reviewed regularly to ensure its effectiveness and compliance with relevant laws and industry standards. Any amendments to this policy will be communicated to all employees, contractors, and clients.

11. Contact Information

For further information or clarification regarding this policy, please contact:

www.nhi.net.au

By adhering to this Drug and Alcohol Policy, Night Hawk Intelligence aims to provide a safe and productive working environment for all employees, contractors, and clients.