



ALCOHOL & DRUGS POLICY

Indigo Innovative Solutions Pty Ltd, (**the company**) provides a work environment which aims to ensure the health, safety, respect and productivity of all employees. The Company acknowledges that the use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers.

The use of such substances may result in the risk of injury or a threat to the well-being of the employee using any such substances, other employees, and customers as well as members of the public.

The purpose of this policy is to maintain a work environment that is free from the effects of drug and alcohol use.

The Company policy is that employees must not be under the influence of alcohol or drugs when performing any work duties for the Company, at the workplace or otherwise, including (but not limited to) the circumstances set out below.

Employees must not commence work or return to work whilst under the influence of alcohol or drugs. The consequences of breaching this policy may include disciplinary action up to and including termination of employment.

USE OF VEHICLES DURING WORK HOURS

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. The Company will not accept liability for any damage to a company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the Company vehicle is in breach of this policy or of the law. All liabilities shall rest with the person operating the company vehicle.

MACHINERY The Company has an obligation to all employees under each State and Territory safety legislation to provide a safe and healthy work environment. To ensure a safe environment, no machinery is to be operated or used by anyone who is under the influence of alcohol or drugs.

PRESCRIPTION DRUGS If you take prescription drugs please check with your doctor to establish if the use of the drug will impact on your work performance and particularly your ability to operate machinery. If so, please obtain this advice in writing from your doctor and provide it to your manager or supervisor.

SMOKING 'Smokers give way to non-smokers'. The Company observes a no smoking policy in all premises, including in Company vehicles. Should employees wish to smoke, they are to do so away from the Company premises at least 5 meters from entrance points. All cigarette ends must be disposed of in fire proof receptacles'

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