

 AUTISM ABILITIES	Document Number	POL-OPR-004
	Issue Status	V1
	Date of Issue	March 2025
	Document Name	Drugs and Alcohol Policy
	Document Site	SharePoint

DRUGS AND ALCOHOL POLICY

1. INTRODUCTION

- 1.1 Autism Abilities is concerned by factors affecting a person's ability to do their work safely and effectively. Alcohol and/or other drug use can impair short-term or long-term work performance and is an occupational health and safety risk.

2. POLICY

- 2.1 This policy applies to:
- all employees of Autism Abilities, whether full time, part time or casual, and all person performing work at the direction, or on behalf of the Company (subcontractors, consultants and temporary staff) referred to in this policy as "worker"; and
 - all the Company's workplaces and to other places where workers may be working or representing the Company (e.g. when onsite with clients or attending conferences or functions).
 - Autism Abilities do not tolerate attending work under the influence of alcohol.
 - Autism Abilities has a zero-tolerance policy regarding the use of illicit drugs.
 - Driving over the legal alcohol limit or under the influence of illicit drugs is illegal.
 - Limiting the consumption of any alcohol made available at work social events is the responsibility of the individual.

3. DEFINITIONS

- 3.1 **Drugs** means illegal drugs, prescription drugs or synthetic drugs.
- 3.2 **Illegal drugs** mean:
- any drug prohibited under any Australian, State or Territory law to which the Company is subject, or which is applicable to the Company's workplace;
 - prescription or pharmacy drugs which are used without the necessary prescription or for non- medical purposes;
 - any synthetic drug (whether or not prohibited by law), being a psychoactive herbal and/or chemical product, which when consumed mimics the effects of a prohibited drug.
- 3.3 **Prescription drugs** mean lawful drugs which are prescribed by a licensed medical practitioner for a diagnosed medical purpose.
- 3.4 **Pharmacy drugs** mean drugs lawfully available without a prescription at Australian pharmacies and required for legitimate medical purposes.
- 3.5 **Under the influence** means that a person's faculties are impaired using drugs or alcohol to the extent that the person is unfit to be entrusted with the duties they perform, or may be called on to perform, with efficiency and safety to themselves and others.

	Document Number	POL-OPR-004
	Issue Status	V1
	Date of Issue	March 2025
	Document Name	Drugs and Alcohol Policy
	Document Site	SharePoint

4. TESTING

4.1 Reasonable suspicion of alcohol or illegal drug use

Where there is reasonable suspicion that a worker is under the influence of alcohol or is using illegal drugs during working hours, the worker must cease work immediately.

Reasonable suspicion must be based on a reasonable and clearly definable belief that the worker is under the influence of alcohol or is using an illegal drug based on specified, contemporary physical, behavioural, or performance indications of probable alcohol or drug use.

In consultation with the worker, and his or her nominated representative, the Company reserves the right to require the worker to participate in a drug or alcohol test.

5. DISCIPLINARY ACTION OR DISMISSAL

5.1 The presence of any detectable or observable amount of alcohol or drugs in a worker is prohibited, and any infraction of these rules will result in disciplinary action.

5.2 Workers who have returned positive tests for alcohol or illicit drugs may be required to submit to further, targeted tests.

5.3 If a worker refuses to attend or undertake a medical examination or test, or provides false or misleading information, this may constitute a breach of this policy resulting in disciplinary action including dismissal.

5.4 A breach of this policy may initiate appropriate action including the termination of employment or subcontractor agreement, with or without notice.

6. CONFIDENTIALITY

6.1 Information disclosed by workers is treated confidentially. Any information regarding an employee's condition will be treated with the strictest level of confidence and in accordance with the Privacy Act 1998 (Cth). Only workers or external agencies requiring information by law, under the relevant Workplace Health and Safety Act or as a legitimate part of their duties will have access to personnel files.

7. BREACH OF POLICY

7.1 Any employee who is found to have breached this policy will be subject to disciplinary action, up to and including termination of employment.