

Human resources policies and procedures

Alcohol and drugs in the workplace

Introduction

The effect of alcohol or drugs in the workplace includes absenteeism, poor performance, occupational health and safety hazards as a result of accidents and health care costs. It is also hazardous to our workplace safety, employees' wellbeing and productivity.

Even very small amounts of alcohol may impair judgement and performance, reducing productivity or at its worst, causing fatal accidents. ELEVATE expects its employees to perform their job with skill, care and diligence. Employees should not perform any act or omission that is likely to have a detrimental effect on their work performance and that of other employees. Accordingly, employees should not be under the influence of alcohol or other substances while they are at work to the extent that they are unable to carry out their duties safely or properly.

While ELEVATE does not wish to intrude into the private lives of employees, if alcohol or drug use has a direct impact on an individual's work performance or on safety standards, it is ELEVATE's responsibility to other employees and its members, clients and other workplace participants to intervene.

The objectives of the policy are to reduce alcohol and drug use at work, reduce costs of alcohol and drug misuse, while address work factors contributing to alcohol and drug use.

General Principles

1. The Company's alcohol and drugs policy applies to all employees, agency workers and contractors.
2. Misconduct and poor performance in relation to alcohol and drugs will be dealt with according to disciplinary action procedure.
3. Problems with attendance or long-term alcohol/drug related illnesses will be managed in line with the sick leave policy.

Rule

The company policy is that during working hours and at all times whilst on working premises individual must be free from the influence of drugs or alcohol. Where there is a client meal or company recognized event provision of alcohol will be authorized and provided as part of the event, this will not be deemed breach of this policy. This is to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For these reasons, the following rules will be strictly enforced.

1. No Individual shall report or try to report for work when unfit due to alcohol or drug or to substance abuse. Whether an employee is fit for work is a matter of the reasonable opinion of either Department Heads in the Local Office, Regional Operations Managers, Senior Vice President of the Business Stream or Global Human Resources Director.

2. The possession, use, distribution or sale of drugs for non-medical purposes on company premises is strictly prohibited. Employees and contractors should not be under the influence of drugs in the workplace. If prescribed drugs which might affect work performance has been prescribed by medical practitioner, please inform respective supervisors.
3. Individuals are prohibited from bringing alcoholic beverages to the workplace for personal consumption or the consumption of other employees. Under no circumstances should anyone be intoxicated at the workplace.
4. No individuals shall consume alcohol or illegal drugs or abuse any substance whilst at work.

Contravention of these rules is gross misconduct and the company will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules.

The approach of handling alcohol and drugs issue

1. Employees

Individuals working in association with, or in close proximity to, an employee whose job performance they perceive to be adversely affected by alcohol and/or drugs, are encouraged to support their colleagues in seeking appropriate assistance. It is employees' responsibility to report suspicious case to their manager to ensure that the health and safety of other employees is not endangered by such misuse.

2. Managers

All managers are responsible for monitoring the performance and conduct of employees who report to them. If a manager has reasonable cause to believe that one of his or her employee's performance or conduct is affected by alcohol and/or drugs, the manager should address the matter with the employee. If a manager does not wish to address the matter directly with the employee, the manager should bring the matter to the attention of Director of Human Resources in the first instance.

3. Company

If ELEVATE subsequently determines that the employee believed to be affected poses a significant immediate risk to their own safety or that of any other person, ELEVATE reserves the right to send employee to professional medical consultation. ELEVATE also reserves the right to cease employment/service relationship immediately once ELEVATE confirms any individual has breached of the above rules.

Additional information

| Disclosure | Public |
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| Section | Occupational Health & Safety |
| Subject | Alcohol and Drugs in the Workplace |
| Issued Date | Jan 2018 |
| Revised Date | |