

Drug and Alcohol Policy

Group 1 Staffing (G1S) is committed to ensuring the health, safety and welfare of all employees and to prevent and reduce harm associated with people being impaired by drugs or alcohol at work. This policy applies to all personnel, on-hired staff and contractors employed by G1S, and any visitors to G1S's offices.

The key points of this policy are that:

While representing G1S the possession, soliciting, selling, distribution or consumption of illicit or non-prescribed drugs is prohibited;

Personnel must not be under the influence of illicit, prescribed, or non-prescribed drugs or alcohol at any level.

Whilst representing G1S alcohol is Zero Tolerance

This applies to any activity, in particular it applies where personnel are required to operate vehicles or equipment, or work within the parameter of vehicles or machinery;

The consumption of alcohol is prohibited in vehicles or within any company operational area.

Drug and alcohol testing maybe conducted under 3 circumstances using 3 different methods:

- **Client requested:**
If a client specifically asks G1S to carry out drug testing on a construction site.
- **Random testing:**
G1S will from time to time require staff & contractors to be randomly tested for drug & alcohol usage.
- **Suspicion:**
If G1S or a client suspects a staff member or contractor of G1S to be under the influence of drugs or alcohol, they may be required to submit to testing

Employer Support

We view alcoholism and drug use as treatable illnesses. In appropriate situations, where an employee's performance and wellbeing has been adversely affected by alcohol or drug use, the Company will assist the employee via referral to treatment programs such as Beyond blue

Breach of this Policy

Where an employee breaches or is reasonably suspected of having breached this policy, the employee will be given an opportunity to explain their actions.

Where no satisfactory explanation is given, the matter will be treated as misconduct. Breach of this policy may result in disciplinary action, up to and including dismissal.

Directors and Managers of DOB are responsible for ensuring adherence to this policy.

