



Drugs, Alcohol and Smoking Policy

Purpose

This policy outlines our policy in relation to drugs, alcohol and smoking in the workplace.

The consumption of illegal drugs or alcohol can adversely impact:

- the health and safety of our working environment;
- the morale, health and wellbeing of our employees; and
- the productivity of our employees.

Smoking can also have an adverse effect on those who come in contact with it.

We therefore want to maintain a workplace where employees are not affected by illegal drugs or alcohol and smoking is done appropriately.

Application

This policy applies to all of our employees, anyone who performs work for us and anyone who performs work on our premises (referred to collectively in this policy as “employees”). It applies to all work-related activities, including working from home, business travel and work functions.

Policy

Illegal drugs

- Employees must not be under the influence of illegal drugs at work.
- Employees must not possess illegal drugs while at work.
- Employees must not bring illegal drugs onto our premises, the premises of any of our clients, customers or suppliers, or into any work vehicle.

Alcohol

- Employees must not be under the influence of alcohol during working hours.
- Employees must not consume alcohol during working hours.
- Employees must not consume alcohol on our premises, on the premises of any of our clients or suppliers, or in any work vehicle.
- Management may grant exceptions to this policy by allowing the consumption of alcohol during specified times at specified places.
- Where consumption of alcohol is permitted, employees must practice responsible drinking.
- If an employee is required to resume work after attending an event where alcohol consumption is permitted, they must either refrain from drinking or ensure they are unaffected by alcohol when they return to work.
- Consumption of alcohol will never be accepted as a justification for offensive or inappropriate behaviour.
- Employees must never drive unless they are under the legal blood alcohol limit. Otherwise, they must arrange alternative safe transport.

Prescription drugs

- Nothing in this policy prevents employees who have been prescribed prescription drugs by a medical practitioner from possessing or using those drugs at the dosage that has been prescribed to them.
- We may require written confirmation from the prescribing doctor that the use of the prescribed drug will not impair an employee's work performance.
- Abuse of prescribed drugs is not permitted and will be treated the same as illegal drug use under this policy.

Smoking

- Employees may only smoke during prescribed breaks and within designated areas.
- Employees who smoke must take care to ensure their smoking does not affect other employees.
- Care should be taken to ensure all smoke odour is eliminated before re-entering the workplace.

Dealing with employees under the influence of illegal drugs or alcohol

If we have reason to believe that an employee may be under the influence of illegal drugs or alcohol at work, we may:

- require them to cease working;
- require them to leave the premises;
- require them to undergo a drug or alcohol test in a manner stipulated by us;
- not permit them to return to work until we are satisfied they are not under the influence of drugs or alcohol; and/or
- take appropriate disciplinary action.

Breaches of this policy

Any employee who breaches this policy may be subject to disciplinary action up to and including termination of their employment.

Application of this policy

If any part of this policy is contrary to law or an industrial instrument, the law or industrial instrument will apply to the extent of the inconsistency.

This policy is subject to review by us and may be changed or revoked at any time.

If an employee has a valid reason for not complying with this policy, they should contact management so management can consider whether to grant an exception.



.....
Peter Turnbull

Chair

Version adopted by the board on 4 February 2022

Contact:

info@calix.com.au

Company Secretary