



Drug and Alcohol Policy

Workforce International Group is committed to safety as the number one priority for all of its operations by maintaining an alcohol and drug free workplace environment for all workers, clients, contractors and others. The intention is to promote a "fit for work" culture where all workers recognise the health and safety risks of misusing alcohol and drugs.

Definitions

For the purpose of this policy, "fit for work" shall be regarded as:

- **Drugs:** any level below the cut off levels specified by Australian Standards AS/NZS 4308 or AS 4760.
- **Alcohol:** 0% Blood Alcohol Concentration (BAC).

Responsibilities

Managers and supervisors are responsible for promoting and enforcing an alcohol and drug free workplace in line with this policy and associated procedures.

Workers, contractors or visitors are responsible for ensuring that they are free from the influence of alcohol and drugs while at work. Workers and contractors are not permitted to have or sell alcohol or prohibited drugs, or have in their possession any item or equipment used for the manufacture or administration of illegal drugs while at work or at client worksites.

Compliance

All workers, contractors and visitors may be subject to intermittent testing in accordance with the provisions of this policy and may also be tested where it is suspected that they are functioning or attempting to work under the influence of alcohol or other drugs. Similarly workers, contractors and visitors may be tested following any incident or accident where the influence of drugs and/or alcohol may be a contributing factor. Workers or contractors reporting to work or undertaking work with drug or alcohol levels above these standards will be subject to counseling or disciplinary action. Serious or repeated breaches may result in dismissal or termination of contract.

Drug and Alcohol Testing Standards

Testing for alcohol may be by way of breathalyser breath analysis, saliva testing or testing of a urine sample. An unacceptable level of alcohol is indicated by a Blood Alcohol Concentration (BAC) result of greater than 0%.

Testing for drugs shall be in accordance with the current Australian Standard AS/NZS 4308 (Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine) or AS 4760 (Procedures for specimen collection and the detection and quantitation of drugs in oral fluid) for substances such as, but not limited to, Opiates, Amphetamines / Methamphetamines Sympathomines, Benzodiazepine, Cannabinoids, Barbiturates, Cocaine Metabolites and Methadone. Even though synthetic marijuana is not referenced in AS/NZS 4308 or AS 4760, the same process shall be adopted to ensure the integrity of the results.

Drug and Alcohol Testing Legislation

The organisation operates across all Australian States and Territories. Accordingly, all workers and contractors may be bound by various Federal, State and Territory Acts and Regulations pertaining to drug and alcohol testing when at client or host organisation sites. Workers or contractors who undertake work while under the influence of drugs or alcohol may also be in breach of Safety legislation and may be subject to prosecution in a court of law.

Compliance with Client Policies

All workers and contractors are required to comply with all applicable client or host organisation health and safety policies and procedures, including drug and alcohol policies, when working at or visiting client or host worksites.

Policy Review

Workforce International Group will regularly review this Policy and associated procedures to ensure that they are effective, comply with legislative requirements and continue to promote a "fit for work" culture throughout the organisation. This Policy is in line with the company's Drug and Alcohol Procedure.

Chief Executive Officer – October 2017

