

It is Stair Lock's policy to maintain a workplace that is free from the presence or influence of drugs or alcohol, when drugs, alcohol or other abuse affects job performance, everyone within the company is affected and at risk. Workplace problems such as loss of productivity, increased absenteeism, unacceptable behaviour towards others and risk of workplace accidents or errors are often the consequence.

1. This policy applies to everyone that works for or visits Stair Lock sites including contractors.
2. All matters relating to this policy will be dealt with confidentially.
3. All persons are strictly forbidden on Stair Lock property or at any time during work hours from:
  - 3.1. the unauthorised use or possession of alcohol
  - 3.2. the use, possession, distribution or dispensing of illicit drugs
  - 3.3. unauthorised dispensing of personal prescription medication to other employees or
  - 3.4. knowingly associating with any individuals who engage in the items specified in 7.2.
4. We are committed to assisting individuals with drug, alcohol or other abuse related problems. Any person who voluntarily seeks our company's assistance may consult confidentially with a Manager, Director or HR Officer. They may assist by recommending medical or counselling resources including the Stair Lock Employee Assistance Program (EAP). Paid sick leave and/or leave of absence will be available for dealing with problems.
5. Everyone has a responsibility to report to work in a fit and proper condition and to capably go about his or her duties. Reporting to work under the influence of alcohol or drugs or in an otherwise unfit condition to perform required duties is prohibited. Persons who violate this condition will be immediately suspended from employment without pay, pending determination of appropriate disciplinary action which may include termination of employment. Stair Lock reserves the right to conduct random Alcohol and Drug testing on any of its employees whilst they are working on the premises. An individual who refuses to undergo a medical examination, refuses to co-operate or provides false information in any investigation of such matters, will be subject to disciplinary action. Such refusal may constitute grounds for termination of employment.
6. Drug and Alcohol testing
  - 6.1 Any employee that receives a positive test result for drug use during a pre-employment screening will be required to provide a negative test result before employment can be offered. Where a negative result is then provided and the employee is employed with Stair Lock they will be required to undergo random oral drug testing throughout the life of their employment.
  - 6.2 Any employee suspected of being under the influence of drugs or alcohol will be immediately suspended from employment pending the outcome of oral drug and alcohol testing.
  - 6.3 Any employee that undergoes an oral drug test at the request of Stair Lock (see 17.1) during working hours and receives an initial positive result will be immediately suspended while the test is sent to the appropriate laboratory for confirmation.
  - 6.4 Where an oral drug test is then confirmed positive for drug use by the laboratory, the employee will receive disciplinary action which may include immediate termination of employment. Where the test is confirmed negative for drug use, the employee may return to employment and will be paid for any hours on suspension.
  - 6.5 Employees that receive a positive oral test result for drug use or are over the prescribed limit for alcohol use (0.00 blood alcohol concentration for employees undertaking high risk roles such as Factory staff, employees working on construction sites) that are not immediately terminated, will not be permitted back to work until they are able to produce a negative oral test result for drug use or are below the prescribed limit for alcohol use.
7. In the situation that illegal chemical substances may impair the judgement of a person and cause serious alteration in a person's behaviour, the Team Leader or Manager will consult with the employee and if in their opinion the person is affected to the degree whereby their performance will be impaired or they pose an increased risk of injury or ill-health to either themselves or a fellow worker they will be placed on sick leave or leave of absence until such time as they recover and are able to perform their duties in a safe manner. If the altered behaviour is medically induced, management will discuss the issue with the employee and/or their treating Doctor, if permission is given, to seek a suitable solution.
8. Where a Team Leader or Manager has a reasonable indication that a person is in violation of guidelines 5, 6 or 7 of this policy, the Managing Director and HR Officer are to be consulted. Reasonable indication is constituted when:
  - 8.1. a person's demeanour, conduct, behaviour, performance, production or any out-of-the-ordinary behaviour, suggests there is an issue over the person's fitness to work or ability to perform the job or
  - 8.2. a person's attendance or punctuality suggests there is an issue over the fitness to work or ability to perform the job or

- 8.3. altercation, accidents, near miss accidents, injury to the person themselves or to others or security violation suggests there is an issue over that person's fitness to work or ability to perform the job or
- 8.4 pre-employment medical tests or previous drug tests indicate that a person has taken illegal drugs in the last 24-48 hours which may still impact on their ability to work safely and responsibly.
- 9. If Stair Lock suspects that a person has drugs or alcohol in their possession at work, Stair Lock may take any or all of the following steps:
  - 9.1. Investigate the matter to attempt to determine whether drugs or alcohol is in their possession;
  - 9.2. Require the person to give access to any of Stair Lock's property such as any locker or vehicle;
  - 9.3. Request to allow inspection of any personal items such as any bag or vehicle or to empty their pockets or jackets.
- 11. Where it is determined under this policy that a person is to undergo a medical evaluation, the individual is to be driven to the medical centre by an authorized person. Transportation of the person at the conclusion of the examination, whether back to work, to the person's home or some other location is also the responsibility of the authorized person. The purpose of this guideline is to ensure the safe passage of any individual who may be under the influence of drugs or alcohol.
- 12. There will be occasions when our company hosts functions at which it is appropriate to serve alcohol. The provision of alcoholic beverages at approved functions is authorised within the guidelines of this policy. To ensure the safety and welfare of our people, limits will be placed on the consumption of alcohol at any given function. Stair Lock is strict in the expectation that all our people observe principles of moderation in these circumstances.
- 13 Stair Lock does not accept liability for the consequences (property damage, injury etc.) of any illegal or inappropriate actions of any person whilst he/she is affected by drugs and/or alcohol: each person is responsible for the consequences of their actions.
- 14. Violation of this policy will result in disciplinary action, which may include a formal written warning, suspension from employment without pay, referral for testing or medical opinion, termination of employment or such other action which management may, in its discretion, decide upon.
- 15. In circumstances where a person's behaviour or conduct may involve a breach of any Australian laws to which Stair Lock is subject to or which apply to the work performed by Stair Lock, Stair Lock may notify the police or other relevant authority.
- 16. Where an employee's pre-employment screening has included a positive result for drug use, or at the request of the Manager, the employee's contract will include consent for random drug testing throughout the life of their employment.

### **Non-Smoking Policy**

Smoking in the workplace is a recognised hazard and is not permitted inside any Company premises, vehicles and other areas designated as non-smoking. Employees who smoke outside the premises should do so at a reasonable distance from the main entrance to the building and should also ensure that they dispose of cigarette butts and other litter properly and carefully.

### **Variations**

Stair Lock reserves the right to vary, replace or terminate this policy from time to time.

Approved by:

*Edward Lloyd*



*Managing Director*

*1/08/2023*