

Recruitflex is committed to providing a safe workplace and the establishment of programs and attitudes that contribute to a safe working culture. We recognise that involvement with drugs and alcohol can have serious repercussions for workers and their performance in the workplace. Incidents involving inappropriate drug and alcohol can also impact on an individual's friends and family as well as the company's reputation.

Objective

The objectives of this policy are to ensure, so far as is reasonably practicable:

- Prevention of work health and safety incidents involving the inappropriate use of alcohol and drugs;
- An environment free from the use of illegal drugs and the abuse of alcohol; and
- Providing information and support to assist with drug and alcohol related problems. This does not extend to any financial support or eliminate disciplinary actions.

Responsibilities

The Company is responsible for, as far as reasonably practicable:

- Establishing a system for approving alcohol consumption for employees and contractors at our and host related functions;
- Providing information and support with regards alcohol and drug related problems where appropriate; and
- Implementing disciplinary action as required where this policy is breached.

Workers incorporating on-hire workers are responsible for:

- Not being under the influence of alcohol on our premises or host sites while working or conducting company business to the extent that:
 - It may impair work performance;
 - Behaviour may impact on their reputation and/or that of the company; and/or
 - There is any risk to the workers safety, their colleagues and/or any clients or visitors.
- Ensuring that the off-duty use of alcohol does not result in impaired behaviour, function or a capacity to maintain a suitable work related etiquette;
- Notifying the company and relevant host representatives of any prescription or over-the-counter drugs that may impair performance at work;
- Not using, or being under the influence of, illegal drugs while conducting company business; and
- Following our alcohol and other drug management procedure.

Illegal activities associated with the sale, purchase and/or transfer of drugs will be reported to the relevant authority. The presence of any detectable amount of an illegal drug in a worker while on our premises, or that of hosts, and/or whilst conducting company business is prohibited and will be cause dismissal.