

Drug and Alcohol Policy

1. Purpose

- 1.1 The purpose of this policy is to define the approach of ServiceFM in relation to drugs and alcohol in the workplace.
- 1.2 This policy is supported by and is to read in conjunction with the Drug and Alcohol Procedure.

2. Scope

- 2.1 This policy applies to all ServiceFM employees, workplaces, and work activities.
- 2.2 This policy applies at all situations where employees may be working or representing the company and is not restricted to the workplace or work hours. The obligations contained in this policy, regardless of location extend to all functions and places that are work related.

3. Policy Statement

- 3.1 ServiceFM is committed to providing a safe and healthy workplace for all employees and acknowledges that the use of drugs and alcohol may have an impact on an employee's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.
- 3.2 ServiceFM has a zero-tolerance towards employees working whilst under the influence of alcohol or other drugs.

4. Principles

- 4.1 For the purposes of this policy, the term 'under the influence' means that an employee's faculties are impaired using drugs or alcohol to the extent that the employee is unfit to be entrusted with a duty they perform, or may be called on to perform, with efficiency and safety to themselves and others.
- 4.2 Factors that may indicate that an employee is under the influence may include, but not limited to, circumstances where the employee:
 - Is unable to co-ordinate their actions
 - Has red or bloodshot eyes or dilated pupils
 - Smells of alcohol
 - Has slurred or impaired speech
 - Act contrary to normal mode of behaviour
 - Behave other than in a professional and competent manner; or
 - Otherwise appears to be affected or impaired in any way by drugs or alcohol.
- 4.3 In determining whether an employee is so impaired, ServiceFM may consider, amongst other things, the employee's duties, and the environment in which they perform those duties.

Drugs

Illegal drugs

- 4.4 Employees must not bring any illegal drugs to ServiceFM workplaces or have them in their possession at work.
- 4.5 Employees must not sell or plan to sell outside of work whilst representing ServiceFM, consume or dispense illegal drugs or prescription or pharmacy drugs at work.
- 4.6 Such conduct continues serious misconduct and may constitute a criminal offence, in which case ServiceFM may notify the police or the appropriate government authority.

Prescription and pharmacy drugs

- 4.7 ServiceFM recognises that employees may have legitimate medical reasons for taking some drugs, specifically where a medical practitioner has prescribed lawful drugs for medical purposes or where the drug is lawfully available at pharmacies and is required for medical purposes.
- 4.8 Where employees are taking prescription drugs or pharmacy drugs for medical purposes, they will not breach this policy by attending work. However, employees must take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs to ensure a safe work environment. Employees must not misuse or abuse prescription drugs or pharmacy drugs or become intoxicated by prescription or pharmacy drugs.
- 4.9 Employees are also responsible for informing themselves of the impact of consumption of alcohol on prescription drugs and pharmacy drugs and ensuring they limit consumption accordingly. It is also each person's responsibility when taking prescription drugs or pharmacy drugs to check with their medical practitioner about the effect of the drug on their ability to drive vehicles, operate plant and equipment and safely perform their normal work tasks.
- 4.10 ServiceFM must be notified as soon as possible if an employee's performance is affected, in any way, using prescription and pharmacy drugs. Failure to notify ServiceFM may result in disciplinary action, up to and including dismissal.
- 4.11 If an employee knowingly misuses or abuses prescription or pharmacy drugs, then the occurrence will be treated the same as for illegal drugs.

Consumption of alcohol

- 4.12 Employees must not attend work in an impaired condition resulting from the use or consumption of alcohol.
- 4.13 ServiceFM recognise that employees enjoy a range of social activities and they these may include the consumption of alcohol.
- 4.14 Those who are organising, responsible and/or supervising work-related functions or activities, whether on or off ServiceFM premises, are expected to do so in a safe, responsible manner that will not likely cause harm to another person or ServiceFM property or reputation.
- 4.15 There may be times where employees are required to entertain clients during office and afterhours as part of their role. There is no pressure or obligation from ServiceFM's perspective, for employees to consume alcohol at these events.
- 4.16 All employees and guests are required to abide by the following requirements and restrictions in relation to all work-related functions:
- Employees must consume alcohol responsibly
 - Employees must not become intoxicated or be under the influence of alcohol

- Employees must not act in a manner that is contrary to ServiceFM policies, procedures, and code of conduct and must always uphold an appropriate standard of behaviour. Intoxication is not considered an 'excuse' for misconduct. Loss of memory of conduct due to intoxication does not diminish an individuals' responsibility for misconduct
- Employees must ensure a safe means of transport from such functions. Employees must not drive any vehicle if they are over intoxicated. Employees who do not have a means of transport should advise management or a supervisor to arrange transport

4.17 Where ServiceFM provides alcohol at a work-related function, it will do responsibly ensuring that:

- Employees will be reminded of this policy prior to the work-related function, where appropriate and practical
- Light and non-alcoholic drinks will always be available
- Food will be made available during the service of alcohol
- Alcohol will not be served to anyone under the age of 18 years
- Alcohol will not be provided to anyone who is drinking excessively, or is (or appears to be) under the influence
- Employees who drink excessively and display other forms of inappropriate behaviour are advised their behaviour is not acceptable and will be asked to leave the event by a responsible means of transport (e.g., Taxis, public transport etc).
- All employees will be reminded of the dangers of driving under the influence of alcohol and the use of alternative transport (e.g., Taxis, public transport) will be promoted.

Vehicles, plant, and equipment

- 4.18 ServiceFM acknowledges that a vehicle may be a workplace in certain situations. Employees must comply with alcohol concentration limits applicable to duties they perform or may be called on to perform. Further, employees must not, in any circumstances, drive a company vehicle or operate machinery if they are under the influence of alcohol or illegal drugs.
- 4.19 ServiceFM will not accept liability for any damage to an ServiceFM vehicle, an injury to another person, or damage to other property caused by an employee's use of a ServiceFM vehicle while under the influence of alcohol or illegal drugs.
- 4.20 Where a employee is taking prescription or pharmacy drugs that contain a warning that the person should not drive a vehicle or operate machinery, the employee must not drive a ServiceFM vehicle operate machinery unless contrary specific medical advice is obtained and confirmed in writing, from the employee's medical practitioner.
- 4.21 If an employee is taking prescription or pharmacy drugs and it impacts on the ability of the employee to safely work near equipment, they must notify management or a supervisor of this fact as soon as possible.

Support

- 4.22 ServiceFM provides all its employees with three free confidential counselling services each year, through an external provider, AccessEAP.
- 4.23 Employees who identify with health problems related to the use of drugs or alcohol, are encouraged to use this confidential service.

5. Feedback

Feedback about this document can be emailed to compliance@servicefm.com.au

6. Endorsement

6.1 This policy is authorised, supported, and approved by:



James Pollock – Chief Executive Officer

Date: 01/11/2021