



Drug and Alcohol Policy

Policy

Employees¹ are expected to maintain the highest professional standards when conducting Company business. The consumption of, or being under the influence of alcohol during working hours, or the distribution, possession or use of illegal drugs is detrimental to this goal.

Alcohol and substance abuse is a danger to the users, fellow employees and the general public. Such abuse impairs the health and judgment of the user and is a threat to the safety of others.

The Company is committed to providing an **alcohol and drug free environment** for all employees at all locations. Accordingly, all employees acknowledge that no alcohol is to be consumed or illegal drugs used by employees during their working hours, including meal breaks. This includes being affected by drugs or alcohol consumed prior to work hours.

Being affected by drugs or alcohol (or the distribution of) during working hours is considered to amount to serious misconduct and may provide sufficient grounds for termination without notice.

Guidelines

Alcohol

Reporting to work or working under the influence of alcohol is prohibited. Unauthorised consumption of alcohol during working hours or on Company premises is prohibited. While it is a personal decision to lawfully use alcohol it is essential that such use does not interfere with the official and safe performance of the individual's duties, nor reduce his or her dependability, nor reflect on the employee or the Company.

Drugs

The manufacture, distribution, possession, disposition, sale, purchase of or use of illegal drugs by Company employees during working hours is prohibited. An employee may not report to work, or perform work, while under the influence of any illegal drug, or if their judgment, coordination, or performance could reasonably become impaired during work due, to the use of an illegal drug or substance.

Testing

Where there is reasonable suspicion that an employee is under the influence of alcohol or is using illegal drugs during working hours the employee will cease work immediately. In consultation with the employee, and their nominated representative, the Company reserves the right to require the employee to participate in a drug or alcohol test. The Company may also require the employee to undertake counselling or rehabilitation before a return to work is scheduled. The presence of any detectable or observable amount of alcohol or drugs in an employee is prohibited and any infraction of these rules will result in disciplinary action.

Reasonable suspicion must be based on a reasonable and clearly definable belief that the employee is under the influence of alcohol or is using an illegal drug on the basis of specified, contemporary physical, behavioural, or performance indications of probable alcohol or drug use.

If an employee refuses to undertake a test for alcohol and / or drugs when required to do so in accordance with this Policy, the matter will be referred to Management wherein the employee will be:

- Deemed to have a positive reading for drugs and/or alcohol consumption
- Immediately removed from the Workplace;
- Subject to disciplinary action.

¹ Any reference to "employee" includes a reference to a contractor and any person engaged or employed by the contractor.

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Employee assistance

The Company recognises that drug and alcohol abuse can be successfully treated and may, at its discretion, offer assistance to employees who suffer from these problems, while holding them responsible for their own recovery.

The intent of this policy is to offer a helping hand to those who need it. The Company will provide any necessary information to the employee and referral to an appropriate treatment provider in the event that treatment is required.

Personal or other leave may be made available for any incidental time required off work.

Arrangements to take appropriate leave will be made with the employee for any extended periods of time off work, based on the advice of a treatment provider and accompanied by a medical certificate.

Any information regarding an employee's condition will be treated in the strictest of confidence and in accordance with the Privacy Act 1998 (Cth). No referrals will be made or information provided to other parties without the permission of the employee involved.

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