

# Drug and Alcohol Policy

Document No.

CSEGA-HR-QP-0-012

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Version 6.0



## 1. Scope and Purpose

CSE Global (Australia) (hereon CSE) promotes a shared responsibility for safety of all relevant personnels on the job. All staff are to ensure, daily, that conditions within the workplace do not pose a risk or hazard to self and others. This Policy applies to all employees and subcontractors of CSE, and all CSE subsidiaries.

This Policy excludes the appropriate use of legally prescribed or supplied medications; however, personnel using aforementioned medications have the responsibility to be aware of the side-effects and advise CSE should the effects be potentially hazardous.

Safety on the job may be jeopardised should any personnel be under the influence of drugs and/or alcohol whilst in the workplace. CSE firmly instigates that no personnel shall report to, or be at work, if their work capacity is in any way impaired as a result of prescription drugs, non-prescription drugs and / or alcohol.

## 2. Standing Down

Any CSE employee, or subcontractor will be stood down from all duties upon suspicion of drug or alcohol impairment. This suspicion will be investigated in accordance with the Policy.

## 3. Terms and Definitions

Abbreviation or Term	Definition
<b>Use and Abuse of Alcohol</b>	<p>Refers to the consumption of alcohol insofar as, in the opinion of an employee's supervisor.</p> <p>The use and abuse of alcohol interferes with an employee's safe and efficient performance of his/her duties, attendance, or behaviour, putting themselves and others at risk.</p>
<b>Use and Abuse of Drugs</b>	<p>Refers to the use of illegal drugs (such as marijuana, amphetamines, cocaine, opiates, and other narcotics).</p> <p>The use of drugs coming within the categories of benzodiazepines, barbiturates, or methadone. The use of any prescription / non-prescription drug, if, in the opinion of the employee's supervisor and the medical guidelines outlined in the drug side-effects, interferes with the safe and efficient performance of his/her duties, attendance or behaviour.</p>

## 4. Rules

The following rules apply to the use and abuse of drugs, alcohol, and related matters:

- The possession, supply, or use of illegal drugs on CSE workplaces, or any site attended by a CSE employee is prohibited. This includes prescription drugs, for which the employee does not have a prescription.
- No employee shall work while substance levels within the employees' body are above legal limits.
- No employee shall drive to or from the workplace while substance levels within the employees' body are above legal limits.
- No employee shall refuse to submit to any lawful request for a drug and alcohol test, or a search of personal items relating to the presence of drugs or alcohol.
- No employee shall work when, in the opinion of their supervisor or manager, they are under the influence of any alcohol, drug/s, including prescription drugs or any combination thereof. This also applies to employees 'on-call' such as management, maintenance, and emergency response personnel.
- Personnel who are 'on-call' are prohibited from consuming drugs or alcohol during such periods, except for prescribed drugs that do not place the employee or others at any risk of injury or harm.

Any employee who violates any of these regulations will be subject to disciplinary action in accordance with the *Counselling and Disciplinary Policy (CSEGA-HR-CP-0-057)*.

**Note:** A wide range of prescription and non-prescription drugs have the potential to impair performance. Take care when new treatment is introduced. Possible performance impairment and / or potential interaction of drugs and/or alcohol combinations should be discussed with the prescribing doctor.

## 5. Policy Implementation

### Applicants

Pre-employment medical testing of prospective employees may include compulsory urine or breathalyser testing for illegal drugs or unauthorised prescription drugs.

### Employees/Contractors

Employees / contractors may be subject to random and/or blanket compulsory urine or breathalyser drug or alcohol testing.

### Suspected Impairment

When there is reasonable evidence (supported by a manager) that an employee has reported to work under the influence of alcohol or drugs, or that an employee's work is being affected by alcohol or drugs, they may be subject to testing.

### Post Incident

When agreed by a manager, any employee involved in a work-related incident may be subject to compulsory urine or breathalyser testing independent of whether injury or property damage has occurred.

### Self-Regulation of Alcohol Consumption

Personnel are encouraged to take a responsible approach to their alcohol consumption, outside of work hours, through self-control and self-regulation.

### Inspections

As it is prohibited to bring illegal drugs onto site, random non-discriminatory searches may be carried out in any work areas, and of company owned or operated equipment.

### Privacy

The results of any screening will be conducted in a confidential manner.

### Testing

Anyone required to undergo a drug and alcohol test will be directed to a company approved screening facility. Their supervisor and/or manager may accompany the person.

Any employee who tests positive for drugs of potential abuse can receive a written copy of and discuss the test results.

## 6. Professional Counselling

Given the potential safety outcomes associated with the effects of drug/s or alcohol impairment in the workplace, employees with an alcohol or substance abuse problem are encouraged to consult professional assistance and self-report to their employer. This also extends to employees taking prescribed medication that has the potential to affect fitness for work.

In such cases CSE will provide support through Acacia, our confidential EAP, to the employee with a view to giving the affected employee the opportunity to obtain professional treatment and support. [Acacia](#) can be found through the CSE Intranet (SharePoint), under tab 'EAP'.

## 7. Site

When an employee or contractor is deployed at a site of a CSE Customer (or its representative), the deployed person must adhere to the terms and conditions of the Customer's Drug & Alcohol and / or Fitness for Work Policy pertaining to that site.

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This includes any reasonable request to submit to drug and alcohol testing activities prior to entry to site and / or when on-site.

## 8. Social Functions

This policy applies to all social functions attended by employees on behalf of CSE or organised by CSE that employees attend.

When an employee attends a social function, and is required to return to CSE premises after the function, or act on CSE's behalf during or after the function it is expected that:

- The employee will never operate plant or machinery after consuming drugs or alcohol.
- The employee will always act in an appropriate and responsible manner, in accordance with the CSE *Code of Business Ethics Guidelines (CSEGA-HR-QP-0-086)* and *Bullying, Harassment & Discrimination Policy (CSEGA-HR-QP-0-180)*.
- The employee understands that the principles of this policy apply, and they may be subject to random or just cause testing.

## 9. Associated Documents

Document No.	Document Name
CSEGA-HR-QP-0-057	Counselling and Disciplinary Policy
CSEGA-HR-QP-0-180	Bullying, Harassment & Discrimination Policy
CSEGA-HR-QP-0-086	Code of Business Ethics Guidelines