

1. Purpose

Eco Logical Australia Pty Ltd (ELA) is committed to ensuring, so far as is reasonably practicable, the health and safety of Workers and others, and encourage safe behaviours when at the Workplace. For that reason, ELA has adopted this Drug and Alcohol Policy, which prohibits all Workers at all levels, from working or conducting company business whilst Under The Influence Of Drugs or Alcohol.

Under The Influence Of means being affected or impaired, either mentally or physically, and includes being at a substantial risk of being affected or impaired.

2. Scope

This Policy applies to all Workers of ELA. Nothing in this Policy is intended to create an employment relationship between ELA and its subcontractors, or employees of the subcontractors.

ELA's Drug & Alcohol Procedure outlines additional requirements and is to be implemented in conjunction with this Policy. The Procedure addresses testing processes, information on zero tolerance, tolerated levels for social events and work-related functions, management of testing results, search protocols and details on ELA's support services. The Procedure also lists definitions applicable to this Policy.

This Policy should be read in conjunction with the ELA Code of Conduct Policy and Tetra Tech Code of Conduct.

3. ELA's Commitment

In demonstrating ELA's commitment to providing a safe Workplace, ELA will:

- encourage a culture that promotes fitness for work and safe behaviours
- comply with the requirements of relevant legislation and Australian Standards
- communicate responsibilities for workers and managers regarding drugs and alcohol at the workplace
- communicate our expectations for the responsible consumption of alcohol at social events and work-related functions
- implement a range of drug and alcohol testing procedures in accordance with Australian Standards
- implement appropriate responses (which may include Disciplinary Action) for breaches of this Policy and associated Procedures
- provide reasonable worker assistance, such as the Employee Assistance Program (EAP) and consider other support services if reasonably practicable and considered appropriate in the circumstances, and
- maintain worker confidentiality and privacy to the extent possible, in accordance with Privacy Legislation, when implementing this Policy and associated Procedures.

4. Responsibilities

4.1. Worker Responsibilities

Workers are not permitted to:

- work or conduct company business whilst Under The Influence Of drugs or alcohol
- use, possess, solicit, distribute, or consume drugs while at the workplace
- consume alcohol in the workplace unless at an approved company social event
- drive or operate a vehicle or mobile plant/equipment Under The Influence Of drugs or alcohol at any time or
- use or consume drugs or alcohol when not at work if it would result in the worker reporting to work or performing duties Under The Influence Of drugs or alcohol.

Other worker responsibilities include:

- ensuring their own compliance with this Policy
- if a worker reasonably suspects that another worker is in breach of this Policy, the worker must immediately report their concerns to the relevant Operations Manager
- workers taking any medication that could potentially create a risk of impairment (whether prescription or over the counter or otherwise) must seek medical advice prior to taking it. The Operations Manager must be notified, and workers may be required to ask their medical practitioner to provide a letter advising fitness for work
- workers taking any prescription medication must ensure that the prescription is Australian, current, and in all cases, less than 12 months old. Workers may be required to provide verification to ELA of the prescription
- workers must report to their Operations Manager, the cancellation, loss, suspension, or variation to their driver's licence for any period due to blood alcohol readings and/or drugs and/or medical conditions. The People & Culture (P&C) Manager will be consulted to determine if a current driver's licence is an essential criterion for their role and whether alternate suitable duties can be provided, and
- when workers are at other workplaces (i.e. a client site), they will comply with relevant Workplace Drug and Alcohol requirements in addition to this Policy.

4.2. Manager Responsibilities

Managers are required to monitor their own staff and investigate situations that may breach this Policy.

Appropriate steps should be taken if the Manager:

- observes a worker using drugs or alcohol
- finds evidence that a worker has used drugs or alcohol at the workplace, or
- suspects, on reasonable grounds (as per Schedule A of the Drug & Alcohol Procedure), that a worker is Under The Influence Of drugs or alcohol.

In all cases, should the Manager discover a worker is Under The Influence Of Drugs and/or Alcohol, their first step is to take appropriate action to ensure the safety and wellbeing of the worker and any other person. All subsequent responses including referrals, suspensions, terminations, and/or Disciplinary Action should be undertaken in consultation with the P&C Manager, relevant Operations Manager and ESQ Manager.

5. Breach of the Drug & Alcohol Policy

If this Policy or associated Procedure is breached, ELA may take Disciplinary Action against the worker up to and including dismissal. The P&C Manager will consult the Operating Unit Leader prior to any termination of employment. The nature and severity of the breach, and whether there have been previous breaches of this Policy, will influence the Disciplinary Action taken. Subcontractors may have their contracts terminated or not renewed. In all cases the principles of natural justice will apply.

If a worker is suspected of being Under The Influence Of Drugs or Alcohol, they will not be permitted to drive a vehicle, including from ELA premises to their home or temporary accommodation. This is both to protect the worker's own safety and the safety of others. Managers and workers will be required to make other arrangements to be safely transported home.

Where the worker self-refers themselves to support or rehabilitation services, reports their conduct to ELA or takes any other proactive steps to address their conduct in breach of this Policy before testing is conducted, ELA may decide not to take Disciplinary Action against the worker. This will be at ELA's sole discretion.

6. Support Services

If a worker believes they have a drug or alcohol issue that is affecting their work, ELA encourages workers to consult with the P&C Manager, relevant Operations Manager or ESQ Manager at an early stage (that is, before the worker is the subject of testing), without fear of reprisal. Discussions will be kept confidential. ELA will support the worker to seek assistance, including referring the worker to appropriate support services.

7. Policy Review

The review of this Drug & Alcohol Policy is ongoing, and the Policy and associated Procedure will be adjusted if and as legislation changes.



Rachel Murray

ELA Operating Unit Leader

21 November 2024