

Business name	Maxicom (2013) Limited
Workplace/site address	20 Herekino Street Whangarei

The purpose of this Drug and Alcohol Policy is to:

- Show our responsibility and commitment to ensure a Safe and healthy Workplace/site for all Workers, Visitors and Contractors/subcontractors.
- Ensure that all Workers, Visitors and Contractors/subcontractors at Maxicom (2013) Limited can work in an environment free of Drug and Alcohol use or abuse.
- Outline the company's expectations and requirements for creating and maintaining a Drug and Alcohol free work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to Workers and Contractors/subcontractors with a substance use problem to get well rather than provide grounds to terminate their employment.

This policy applies to this Workplace/site, to all Workers of ABC Company Ltd, and also includes all Visitors and Contractors/subcontractors inside and outside of normal scheduled working hours.

- All Workers working at **Maxicom (2013) Limited** are expected to report "fit for duty" for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other Workers, Visitors and Contractors/subcontractors, the wellbeing of the Worker's families, and the ability to accomplish the goal of a Drug and Alcohol free work environment.
- **Maxicom (2013) Limited** therefore wants to emphasise that it has **Zero tolerance** for any Worker, Visitor and Contractor/subcontractor who arrives at this Workplace/site under the influence of Drugs and/or Alcohol, and/or whose ability to work is impaired in any way by the consumption of Drugs and/or Alcohol, or who consume Drugs and/or Alcohol on this Workplace/site.
- **Maxicom (2013) Limited** strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of Drugs and/or Alcohol on this Workplace/site.
- To this end, **Maxicom (2013) Limited** reserves the right to conduct searches for Drugs and/or Alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on this Workplace/site or in a Company facility.
- Any Drugs and/or Alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.
- **Maxicom (2013) Limited** reserves the right to undertake **Random drug and alcohol testing** for positions that are directly related to key safety roles. These roles include, but are not limited to, vehicle drivers, fork hoist operators, plant operators, and heavy machinery operators.
- Selection of key role Workers will include management and owners or directors of the company who are involved in key roles.
- Testing of the owners or directors of **Maxicom (2013) Limited** will be undertaken by a third party tester to maintain transparency for Maxicom (2013) Limited.

Responsibilities of Workers, Visitors and Contractors/subcontractors:

It is the responsibility of all of Workers, Visitors and Contractors/subcontractors to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps.

Where necessary, they will advise a supervisor who will remove any Worker, Visitor and Contractor/subcontractor who is suspected of breaching this policy from this Workplace/site, pending investigation, testing and a decision on the result including potential disciplinary action.

All Workers, Visitors and Contractors/subcontractors using this Workplace/site as a place of work or visiting on business, are expected to share in Maxicom (2013) Limited commitment to a Drug and Alcohol free work environment.

- If a Worker, Visitor or Contractor/subcontractor arrives at this Workplace/site, (on company property) and there is reasonable cause to suspect that they are under the influence of Drugs and/or Alcohol, the supervisor shall immediately remove him/her from the Workplace/site. If there is any doubt about whether they are, or are not impaired, **Maxicom (2013) Limited** will err on the side of caution and remove him/her from the Workplace/site and stand them down.
- Unexpected circumstances can arise when an off-duty Worker is requested to work. It is the Worker's responsibility to refuse the request and ask that the request be directed to another person if the Worker feels unfit due to the influence of Drugs and/or Alcohol.
- Workers who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.
- If a Worker or Contractor/subcontractor believes a Worker in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their team leader, or production manager, or someone in a role who can take appropriate action.
- In support of those who may have developed or are developing the disease of chemical dependence, all Workers or Contractors/subcontractors are required to document and report any violations of this policy. Any Worker, co-worker, contractor or supervisor not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

Drug and Alcohol Testing Procedures

All testing will be performed by the use of a non-intrusive drug test (a urine test) and an alcohol breath test which may be conducted by a registered medical professional.

Pre-employment

Any person who has applied to be employed or engaged in a key role will be tested prior to beginning that role.

Random testing

Selection of key role Workers or Contractors/subcontractors for random testing will be conducted in a clear, transparent manner and in accordance with "good faith". A random number generator will be used for selecting persons to be tested.

After accidents or incidents

Any Worker or Contractor/subcontractor employed or engaged in a key role who are involved in any accident or incident where serious harm did or may have resulted will, prior to continuing that role, be required to undergo an immediate test.

With reasonable cause during working hours

Where there are reasonable grounds for suspecting that a Worker or Contractor/subcontractor is impaired while at work, the Worker or Contractor/subcontractor will be required to undergo a test.

Follow-up testing

Further follow-up testing will occur for any Worker or Contractor/subcontractor who had a confirmed positive test and was permitted to recommence work, to ensure repeat positive tests are eliminated.

Positive and Non-negative Test Results Action

Any test, performed by any person other than by a laboratory, which returns a positive result, will be known as a 'non-negative' result only. Non-negative means the initial test has indicated that there may be drugs or alcohol present in the sample.

On producing a non-negative result, a person may be withdrawn from the work place or have their duties altered. The effect of this is to take action so that a possible non-safe situation is managed. The Worker or Contractor/subcontractor may provide an explanation for the result which will be taken into consideration.

An additional laboratory test by a third party tester, on the same sample, will then be performed to confirm the result as positive or not. The Worker or Contractor/subcontractor has the right to undergo their own third party test if they want.

The laboratory result will be either negative or positive.

If negative, the person will be allowed to continue to perform their role.

If confirmed as positive, the Worker or Contractor/subcontractor may be further withdrawn from the work place, have their duties altered, and/or proceeded against under the disciplinary procedure and may be subject to summary dismissal.

A Worker or Contractor/subcontractor who has a confirmed positive test may, subject to agreement with the Company, be permitted to recommence work after having returned a negative test. Follow-up testing will be performed in this instance.

Refusal to Take or Submit a Drug and Alcohol Test

If a Worker or Contractor/subcontractor is selected and refuses to undertake a drug and alcohol test, he/she is required to provide an explanation for the refusal, which will be taken into consideration by Maxicom (2013) Limited.

If grounds for refusal are not acceptable, that person may be subject to withdrawal from the workplace and to disciplinary procedures.

Alcohol and Drug Training, Awareness and Rehabilitation

Maxicom (2013) Limited will ensure that all Workers or Contractors/subcontractors are provided with training and awareness regarding this drug and alcohol policy, upon their induction, including any subsequent amendments to the policy should amendments occur.

In the event of a positive test **Maxicom (2013) Limited** will provide the affected Worker or Contractor/subcontractor with an opportunity for rehabilitation that may include the provision of confidential support and or counseling.

Privacy, Consent and Dissemination of information

A written consent will be obtained from the Worker or Contractor/subcontractor prior to the test and will include the release of the results to Maxicom (2013) Limited.

All drug and alcohol test results will be provided and available to the Worker or Contractor/subcontractor upon completion of the test and the availability of the result. **A810**

All information gathered as a result of drug and alcohol testing is collected for the purpose of implementing the **Maxicom (2013) Limited** Drug and Alcohol Policy and achieving its safety objectives.

Maxicom (2013) Limited will hold the test results on the Worker or Contractor/subcontractor personnel record for 72 months.

Information may be disclosed only with the written consent of the Worker or Contractor/subcontractor, the exception being disclosure to relevant safety regulators or authorities.

Disciplinary Procedure

The disciplinary procedure may follow a two-step progression:

1. For a positive test or refusal: a warning with an immediate 1-week withdrawal from work and/or consideration of, or direct termination.
2. For a repeat positive or repeat refusal: immediate withdrawal from work until a test is performed. Unless there are extremely extenuating circumstances, direct termination will result.

Maxicom (2013) Limited reserves the right to immediately terminate employment or engagement if, for example, returning a positive test after having an accident.

This Drug and Alcohol Policy will be reviewed on an annual basis, or sooner if required, to take in to account any changes to legislation and/or changes to Maxicom (2013) Limited.

As an Officer of Maxicom (2013) Limited, I agree to fulfil my duties to this Drug and Alcohol Policy, as stated above, to the best of my ability:

Name	Signature	Date
Shaun Sutherland	Shaun Sutherland	11/08/15

As a Worker of Maxicom (2013) Limited, I agree to fulfil my duties to this Drug and Alcohol Policy, as stated above, to the best of my ability:

Name	Signature	Date
Jon Bond	Jon Bond	11/08/15
Casper Brouwer	Casper Brouwer	11/08/15
Mike Gilbert	Mike Gilbert	11/08/15
Kyle Hughes	Kyle Hughes	08/08/15
Christine McKellar	Christine McKellar	11/08/15

Copy: Officer of the PCBU, H&S Officer, H&S Committee, Worker(s), H&S Notice-board(s), H&S Handbook, H&S Folder # 01

Name	Signature	Date
Cherie Fisher	Cherie Fisher	11/08/15
Glynn McHenry	Glynn McHenry	11/08/15