



TOMAX
L O G I S T I C S

Providing safe & secure, end-to-end supply chain solutions since 1987

Drug & Alcohol Policy Hand-out

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Authorised: Group Human Resources & Compliance Manager

This Hand-out is to be read in conjunction with the following Tomax policies:

- *Drug & Alcohol Policy (Document # 20100208-005A)*
- *Corporate Code of Conduct Corporate Code of Conduct (Document # 20160817-077A)*

Tomax recognises the negative impact drug and alcohol dependency issues have on an individual, families and the broader community. Tomax supports a preventative health and treatment approach to tackling this societal issue and will support individuals that wish to seek help for themselves or a family member dealing with dependency issues.

The following provides a guide for supervisors and employees to deal with the immediate issue of someone attending work possibly under the influence of drugs and/or alcohol. The Hand-out also details treatment information and support service contact details for employees seeking help for dependence issues. This guide is not comprehensive and an employee or supervisor seeking further information should contact the Group Human Resources & Compliance Manager – all conversations/correspondence will be treated strictly confidential.

1. A person who is reasonably suspected to be affected by drugs or alcohol will not be allowed to work until that person is deemed to be able to work in a safe manner.
2. The decision on a person's ability to work in a safe manner will be made by the supervisor and safety representative and/or union delegate.
3. A supervisor/safety representative must immediately inform the *Chief Executive Officer* and *Group Human Resources & Compliance Manager* of any action taken against an employee suspected to be affected by drugs or alcohol.
4. An employee suspected to be affected by drugs and/or alcohol will not be paid for any period they are unable to work in a safe manner.

5. On any such occasion, an employee may receive a written warning and be made aware of the availability of treatment/counseling.
6. For the purposes of disciplinary action, a warning shall be effective for a period of 12 months from the date of issue.

An employee experiencing drug and/or alcohol dependency issues, who wishes to undertake treatment, will receive the Company's support and assistance in keeping with Award conditions. An employee experiencing problems with alcohol and/or other drugs:

- Unless they have committed a serious breach of the *Drug and Alcohol Policy* or *Corporate Code of Conduct*, an employee that wishes to seek treatment will be supported by the Company.
- Must undertake and continue with recommended treatment plans to maintain participation in this program.
- Subject to the approval of the Chief Executive Officer and/or Group Human Resources & Compliance Manager, will be entitled to sick leave or leave without pay while attending treatment.

Experiencing issues with drugs and/or alcohol is a private medical/health issue for the individual concerned and as such any and all information, conversations and correspondence concerning such issues must be treated in the strictest confidentiality. Rumour and innuendo about a fellow employee and any drug or alcohol dependency issues they may be experiencing (substantiated or otherwise) will not be tolerated – any employee engaging in such behaviour will likely be in breach of a number of Tomax workplace policies and as such may be subject to formal disciplinary procedures.

Contact information for various support and counselling services related to Drug and Alcohol dependency issues is available on the following page of this Policy.

DRUG & ALCOHOL ASSISTANCE & INFORMATION SERVICES (Australia/Victoria)

<p>Triple Zero (Ambulance/Police)</p> <ul style="list-style-type: none"> • Call 000 if you feel an individual is an immediate risk to themselves or others 	<p>000</p>
<p>DirectLine</p> <ul style="list-style-type: none"> • 24hr/7 days a week counselling service • Treatment and Referral programs • Relationship and family support services 	<p>1800 888 236</p> <p>https://www.directline.org.au</p>
<p>Turning Point</p> <ul style="list-style-type: none"> • Clinical Care • Support for families affected by addiction • Support for individuals experiencing addiction issues 	<p>1800 778 278</p> <p>www.turningpoint.org.au</p>
<p>Lifeline</p> <ul style="list-style-type: none"> • Support for people experiencing emotional distress • Support for family and friends of someone experiencing emotional distress • Confidential one-on-one counselling 	<p>13 11 14</p> <p>https://www.lifeline.org.au</p>
<p>Family Drug Support</p> <ul style="list-style-type: none"> • Information and support service for families of people experiencing dependency issues • 24hr/7 days a week telephone support service for families affected by drug and alcohol issues 	<p>1300 368 186</p> <p>fds.org.au</p>
<p>Department of Health (Victoria)</p> <ul style="list-style-type: none"> • Information and fact sheets about drug and alcohol dependency, support services, etc. 	<p>https://www.health.vic.gov.au/alcohol-other-drugs</p>
<p>Australian Drug Foundation</p> <ul style="list-style-type: none"> • Facts and information about drugs and other issues such as vaping 	<p>adf.org.au</p>