



TOMAX
L O G I S T I C S

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

Drug & Alcohol Policy

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Authorised: Group Human Resources & Compliance Manager

OBJECTIVE

The purpose of this policy is to provide a healthy and safe workplace free from the effects of drugs and alcohol.

TARGET

Zero workplace incidents related to alcohol and drugs within the Company. To facilitate an environment where unsafe and unacceptable behaviour resulting from drug or alcohol misuse is rejected and where the organisation and individuals take responsibility for health, safety and welfare in the workplace.

Tomax Logistics recognizes that the use of drugs and alcohol in the workplace may impact the effectiveness of employees in the performance of their duties and adversely affect the health, safety and welfare of themselves and others. Tomax Logistics rejects unsafe and unacceptable behaviour resulting from drug or alcohol misuse and urges employees to self-declare any consumption of alcohol, drugs or medication, which may impair their ability to safely perform their duties.

DEFINITIONS

Manager - any person deemed to be in the line of management. This includes but is not limited to coordinators, team leaders, supervisors, managers or any person who is given responsibility to control, change and/or direct other people.

Alcohol - this is a depressant drug that slows brain activity and impairs motor functions. The effects vary depending on a person's individual tolerance. Evidence indicates impairment at levels of 0.03% blood alcohol content that is equivalent to two standard drinks in one hour.

Drugs - these may be legal or illegal drugs and can be categorised as depressants, stimulants or hallucinogens. These can be taken in various forms such as ingestion, intravenous, and inhalation. Most drugs even in low dosage can affect the capacity to perform work in a safe manner. Examples of drugs include legal drugs such as caffeine and prescribed medications, as well as illegal drugs like ecstasy (MDMA), Cannabis (Marijuana), LSD and Cocaine.

Intoxication - intoxication is the temporary loss of control, due to alcohol or drug abuse over one's mental and physical ability. Absolute standards have been set for particular activities e.g. drinking and driving.

Drug & Alcohol - in this Policy the term “Drug and Alcohol” includes any alcohol or alcohol based products, illegal drugs and medically prescribed and non-prescribed substances which adversely affect a person’s work performance or conduct.

Employee - is an individual who works full-time, part-time, temporarily, or casually, and is paid through the payroll system.

Third Party - is any individual, excluding employees, who work in or visit the workplace and includes agency hire personnel, contractors, volunteers (including unpaid work experience), visitors and members of the public.

Unsafe and Unacceptable Behaviour - any behaviour, which is unsafe, threatening, or contrary to the Organisation’s Code of Conduct, or any other relevant Policies and/or Procedures. For example, behaviour, which is discourteous, encourages conflict, or may be viewed as harassing, intimidating or physically violent.

Workplace - refers to the premises, site or location where employees work which includes:

- Any land, building or part of any building
- Any vehicle owned or leased by the Company.

SCOPE

All employees, casuals, volunteers, contractors and any other persons carrying out any type of work within our premises or on our behalf at external locations are covered by this Policy.

REPORTING OF PRESCRIBED DRUGS OR MEDICATIONS

An employee must advise their immediate manager if they are taking any prescribed drug or medication where the prescribed drug or medication could impair their ability to carry out their duties in a safe and effective manner, e.g. some allergy and cold remedies can cause drowsiness. Employees should find out from their doctor or pharmacist the effects of the drug and how the medication will affect their work performance.

PROCEDURE STATEMENT

This Policy applies to all employees without exception. Management will be responsible for active participation in the assessment and review of performance or behaviour, which indicates drug or alcohol misuse. Immediate investigation and early intervention is paramount to the successful resolution of a problem. The Policy will be implemented by addressing specific performance, safety and behaviour standards and may not be used in connection with uninformed diagnosis, assumptions or hearsay.

An employee with a dependence on the use of drugs and alcohol who wishes to undertake treatment will receive the Company’s support and assistance in keeping with Award conditions.

Where a staff member is concerned about another worker, the issue should be referred to the Group Human Resources & Compliance Manager, or Chief Executive Officer for investigation and further action if necessary. Concerns must be held strictly confidential and be substantiated in statements relating to incidents and/or observations of behaviour or performance changes.

Employees taking drugs in accordance with the manufacturer's instructions or under medical supervision are not intended to be covered by this Policy. Any employee in a position where medication is likely to affect behaviour or performance is encouraged to discuss, in strict confidence, their particular situation with Senior Management.

The following is the Company's standards for all employees:

1. The excessive or poorly managed consumption of alcohol or any other intoxicating substance during the hours of work is not permitted (this includes meal breaks where it is also unacceptable).
2. Employees whose appearance suggests excessive alcohol consumption or use of any other intoxicating substance are not to perform and/or undertake their duties, drive vehicles, operate machinery which may be hazardous to themselves or others.
3. Possession, consumption, distribution and/or sale of illegal or unprescribed drugs is prohibited at any workplace.

MANAGEMENT RESPONSE

Management has a responsibility to provide a safe and healthy work environment for all employees and third parties by ensuring:

- The Company upholds its commitment to implementing measures to ensure employees are made aware of the potential hazards associated with the use of drugs and alcohol at the workplace;
- Consultation with employees is undertaken in the development of policies and procedures relating to drug and alcohol use;
- They are responsible for and will be held accountable for ensuring this Policy is effectively implemented within their respective areas of control;
- Will support all staff under their direct supervision and hold them accountable for their specific responsibilities;
- All employees and third parties under their control are aware of the Drug and Alcohol Policy and procedures.
- Consultation is undertaken with employees as to the risk factors, identification of the problem and the management of staff or third parties affected by or suspected of being affected by drugs or alcohol;
- Employees experiencing difficulties involving drugs and alcohol have the opportunity to access support from appropriately qualified and experienced persons at the workplace and if necessary, outside the workplace.
- Employees whose appearance suggests excessive alcohol consumption or use of any other intoxicating substance do not perform duties, which represent the Company to clients or members of the community.
- Employees who have consumed alcohol or who have used any other intoxicating substance on a particular day do not in the course of that day, undertake tasks associated with work as follows:
 - (a) Drive organisation vehicles or operate any plant, machinery or equipment or use tools, which may be hazardous to themselves or others.
 - (b) Undertake any duties, which may be hazardous to themselves or others.

Management shall, where an employee is intoxicated or displaying signs of being influenced by a drug, implement the drug and alcohol procedure as outlined in this Policy.

EMPLOYEES RESPONSE

Employees are required to:

- Be aware of the Policy and procedures regarding drugs and alcohol use in the workplace.
- Report any person or third party affected by or suspected of being affected by drugs or alcohol to Management.
- Employees taking legal drugs in accordance with the manufacturer's instructions or under medical supervision are not intended to be covered by this Policy.
- Attend all specified training and induction courses provided.
- Present themselves for work in a fit state so that in carrying out their normal work activities they do not expose themselves, their co-employees, other employees or the public to unnecessary health and safety risks. Employees are required to attend training in relation to drug and alcohol use, which may be provided by the Service.

PROCEDURES

Confidentiality must be strictly preserved so as not to jeopardise an employee's reputation or future employment. If Management observes that a worker is affected by alcohol or any other intoxicating substance, they must immediately inform the person of these observations, or the basis of their concerns, and of the provisions of this Policy to seek a response. Where a worker acknowledges intoxication by alcohol or other substance, Management must assess the degree of seriousness and decide on the course of action.

Decisions must be governed by the seriousness of a situation and range from an off-the-record warning for a first time occurrence to disciplinary action (including dismissal) for serious or repeated occurrences. Where an employee denies intoxication by alcohol or other substances, Management must ask the person to explain their performance or behaviour observed. If they are not satisfied with the explanation or considers that further action is required, they must take immediate steps as follows:

- Where observable performance or behaviour is seriously unacceptable or indicates an Occupational Health & Safety risk, the employee may be assigned to suitable duties or suspended and provided with transport home. Time away from work will be without pay.
- Advise the employee as soon as it is practicable as to what follow up action will be taken. A file note for counselling action recording the incident should be completed and attached to the employee's personal file. Any disciplinary action must be taken in accordance with the relevant programs Award (State).