

## Drug and Alcohol Policy

Hannas is committed to providing a safe, healthy and productive workplace. Hannas understands that drug and alcohol use can affect the ability to perform tasks safely and productively, and Hannas recognises that drug and alcohol related issues can affect anyone at work, and is committed to addressing these issues in a way that is supportive and fair to everyone.

The aims of this policy are to:

- Maintain and/or restore the good health and welfare of employees
- Ensure a safe working environment
- Promoting personal responsibility in relation to the consumption of alcohol
- Prohibit the use of illicit drugs by all employees
- Minimise any drug and alcohol related risks to Hannas, its employees and its stakeholders
- Provide information on the impacts of drug and alcohol to the workplace

Employees are required as a condition of their employment to present to work in a fit state so that in carrying out their duties they do not:

- Subject themselves, co-workers or any other person to unnecessary risks to health and safety
- Inhibit their ability to fulfil the requirements of their position
- Inhibit the ability of their co-workers to fulfil the requirements of their position

Employees should not be affected by alcohol or drug use during working hours and must at all times carry out their duties and responsibilities in a safe manner. Where an employee presents for duty and appears not to be in a fit state to carry out their normal duties, Hannas reserves the right to remove the employee from the workplace and seek advice from a medical practitioner on the employee's fitness for duty. Disciplinary action may be taken according to Hannas procedures on return to work or if the problem continues.

Employees are required to notify their supervisor prior to the commencement of duty when taking prescription drugs or medications which may affect their work through drowsiness, impaired performance or otherwise.

Hannas staff are responsible for ensuring that no employee commences or continues duty if they appear affected by alcohol or drugs (legally prescribed or otherwise) that may pose a potential risk to themselves, others, Hannas or its stakeholders.

Hannas staff are also responsible for ensuring responsible service and consumption of alcohol practices are followed at work-related functions and events.

Hannas staff experiencing drug or alcohol related problems are encouraged to discuss the issue with their supervisor and seek external assistance.

Management are responsible for ensuring adherence to the provisions of this policy. All staff are responsible to assist Hannas in achieving the objectives of the policy.



**Danny Hanna**  
**Chief Executive Officer**  
Hannas  
12<sup>th</sup> October 2016