

Drug and Alcohol Policy

For Staff Solutions T/as ARC Staff (ARC), Australian Recruitment Company is committed to ensuring the health, safety and welfare of all employees and to prevent and reduce harm associated with people being impaired by drugs or alcohol at work. This policy applies to all personnel, on-hired staff and contractors employed by ARC, and any visitors to ARC's offices.

The key points of this policy are that:

While representing ARC the possession, soliciting, selling, distribution or consumption of illicit or non-prescribed drugs is prohibited;

Personnel must not be under the influence of illicit, prescribed, or non-prescribed drugs or alcohol at any level.

Whilst representing ARC alcohol consumption is Zero Tolerance employees are expected to have blood alcohol concentration (BAC) levels consistent with community expectations

This applies to any activity, in particular it applies where personnel are required to operate vehicles or equipment, or work within the parameter of vehicles or machinery;

The consumption of alcohol is prohibited in vehicles or within any company operational area.

Drug and alcohol testing maybe conducted under 3 circumstances using 3 different methods:

- Client requested: If a client specifically asks ARC to carry out drug testing on a construction site.
- Random testing: ARC will from time to time require staff & contractors to be randomly tested for drug & alcohol usage.
- Suspicion: If ARC or a client suspects a staff member or contractor of ARC to be under the influence of drugs or alcohol, they may be required to submit to testing

Employer Support We view alcoholism and drug use as treatable illnesses. In appropriate situations, where an employee's performance and wellbeing has been adversely affected by alcohol or drug use, the Company will assist the employee via referral to treatment programs such as Beyond blue

Breach of this Policy: Where an employee breaches or is reasonably suspected of having breached this policy, the employee will be given an opportunity to explain their actions. Where no satisfactory explanation is given, the matter will be treated as misconduct. Breach of this policy may result in disciplinary action, up to and including dismissal.

Directors and Managers of ARC are responsible for ensuring adherence to this policy.