

Alcohol and Other Drugs Policy

POLICY STATEMENT

Bingo Industries Limited (from here on referred to as BINGO) is committed to providing and maintaining a safe working environment for BINGO employees and contractors. This includes ensuring our workplaces are free from risks associated with the consumption of drugs and/or alcohol.

The fundamental principal of this policy is that drugs and/or alcohol in the workplace create risk and may present a serious threat to the health and wellbeing of people. BINGO also recognises that drug and alcohol abuse is a health issue which is not limited to the workplace.

All employees regardless of their position or classification have a responsibility to ensure that they present fit for work. This includes not being impaired by alcohol or other drugs, as impairment may inhibit them from performing their duties efficiently or cause risk to themselves, other employees or the general public.

All employees undertaking operational roles may be required to complete drug and/or alcohol testing at pre-employment. All employees may also be subject to drug and alcohol testing throughout their employment.

AIMS AND OBJECTIVES

This policy aims to help ensure:

- The elimination of safety risks in the workplace associated with drug and alcohol use:
- Compliance with all relevant Transport and Work Health and Safety laws: and
- Employees affected by drug and alcohol abuse access services to facilitate health outcomes.

SCOPE

This policy applies to all BINGO employees including permanent full-time and part-time employees, employees on a fixed term or fixed task contract, casual employees, temporary employees: and all individual contractors and employees of incorporated contractors engaged by BINGO.

Other drugs refers to prescription medication and non-prescription drugs. Non-prescription drugs include over the counter medication and illegal drugs.

Workplaces include any BINGO premise, vehicles or other locations where employees are undertaking their authorised work, including BINGO vehicles.

This policy is not contractual and does not give you enforceable rights.

RESPONSIBILITIES

All employee, regardless of their position, must present fit for work and remain unimpaired by alcohol or other drugs.

All employees shall be deemed to be under the influence of alcohol if they have a blood alcohol content higher than 0.00%.

Prescription medication and non-prescription drugs may affect or impair an employee's ability to carry out their duties safely. Employees who are on a course of prescription medication or non-prescription drugs are required to seek clarification from their medical practitioner and/or pharmacist as to the effects of the medication on safety and work performance. If the prescription medication or non-prescription drugs could impair their judgement, coordination or alertness, or which might impact the safety of the employee or other persons in the workplace, then the employee must inform their supervisor prior to the commencement of work. Following a notification by an employee, BINGO may request further information to confirm there is no impairment or impact to the employee's ability to carry out their role safely, which could include a report or letter from a medical practitioner.

Employees are responsible for ensuring that their use of prescription medication or non-prescription drugs complies with other laws and BINGO policies.

BINGO will ensure that employees have access to confidential counselling and advice services if identified as having an alcohol or other drug problem which affects their work performance, including Sonder. Any employee accessing medical assistance will not be discriminated against through the period of counselling or therapy.

Employees having a concern about working with another employee who may be under the influence of drugs or alcohol should immediately consult with BINGO management.

Breaches of this policy, including failing to disclose prescription medication or non-prescription drugs in accordance with this policy or failure to provide further information on request, will lead to investigation and likely disciplinary action. Depending on the circumstances, disciplinary action may include outcomes up to and including termination of employment.

TESTING

Testing may be blanket (everybody), sampling (typically by a random selection process) or show cause (targeted sampling post incident or where there is reasonable suspicion that an employee is under the influence of drugs or alcohol).

Testing of breath, blood, urine or saliva may be conducted.

Testing will be undertaken by a third-party testing process or by an authorised representative of BINGO.

Failure to present for testing, or a sudden departure during a testing process, will be regarded as having failed the test.

Refer to the Alcohol and Other Drugs Testing Procedure

SOCIAL EVENTS

It may be appropriate for alcohol to be available at BINGO social events – events where there is a connection to work hence this policy applies. To ensure safety:

- Events must be authorised by a member of the Group or Executive Leadership Team:
- Attendees are expected to act responsibly, and next present to work alcohol free:
- Responsible service of alcohol will be observed: and
- Non-alcoholic drinks and food will also be provided.

INFORMATION AND SUPPORT

BINGO will provide training and information about the effects of drug and alcohol use on personal and work health and safety, and on the components of this policy.

Refer to the Alcohol and Other Drugs Testing Procedure (SEQ PRO-23) for further details.

REVIEW

This policy will be reviewed and revised as required.