



ALCOHOL & OTHER DRUGS POLICY

This Alcohol & Other Drugs Policy has been developed to satisfy our obligations as a company and to help managers, supervisors and employees satisfy their Duty of Care obligations. The aim of this policy is to state the actions and options to be followed if alcohol or other drugs use is suspected in the work place. Practon Group will use Australian Standard AS 4308 as reference.

We will reserve the right to carry out random testing programs under this policy. Testing may be requested where any employee or supervisor/manager considers that any employee is not fit for work and incapable in performing the essential functions of their job effectively and in a safe manner due to the use of alcohol or other drugs.

While on Practon Group worksites and while conducting business related activities outside of Practon Group premises no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs must be reported to the appropriate supervisor and will be permitted only if it does not impair the employees' ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

The Company's policy is aimed at education and rehabilitation rather than simply punishing those who test positive. However, if any individual makes no attempt to change their lifestyle then the company will have no choice but to reduce individual and organizational exposure to potentially harmful consequences. This will include disciplinary action up to the level of dismissal.

Anyone, at any time, may approach Senior Management seeking assistance for a dependency problem. Our Occupational Health & Safety department will be responsible for any rehabilitation issues and will be obliged not to divulge the specifics of any matter to any person unless authorised.

For and on behalf of
Practon Group Pty Ltd

Mark Martin
General Manager

Date: 18/11/2015