

DRUG AND ALCOHOL POLICY



1.0. STATEMENT

City Living Property Services has a duty of care to all employees, contractors and visitors to provide a safe and healthy working environment.

Where the behaviour of an employee, contractor or visitor is influenced by alcohol and/or drug use and this behaviour is improper, unsafe or constitutes a risk to them or others, this behaviour must be addressed immediately by any employee or management.

2.0. AIM

The purpose of this Policy is to reduce the likelihood of injury, damage and / or other negative effects resulting from alcohol and / or drug use and/ or abuse in the work environment.

3.0 SCOPE

This policy applies to all employees (including subcontractors) across City Living Property Services operations and its related entities.

4.0. CODE OF BEHAVIOUR

4.1. Employees are NOT permitted to:

- a) work on operational sites or client sites while under the influence of drugs and / or alcohol;
- b) Drive a company vehicle including vehicles hired for City Living Property Services projects, while under the influence of drugs and / or alcohol. This includes being blowing an blood alcohol reading of zero whilst driving a City Living Property Services vehicle;
- c) sell or dispense alcohol and / or drugs at work; or
- d) possess illegal drugs at work

4.2. Alcohol consumption during City Living Property Services and/or client functions:

- a) Employees must consume alcohol responsibly;
- b) Employees must uphold an appropriate standard of behaviour at all times when participating in work related functions;
- c) Employees must ensure a safe means of transport from such functions. Employees must not drive any vehicle if they are over the legal blood alcohol limit.

4.3. Prescription and Pharmacy Drugs

- a) City Living Property Services recognizes that employees may have legitimate medical reasons for taking prescribed or non-prescribed over the counter drugs.
- b) Use of prescriptions or drugs with side effects such as drowsiness must be reported to management and where the health and safety of that individual or colleagues is compromised, alternative duties may be provided until a clearance certificate is provided from a medical practitioner.

5.0. ROLES AND RESPONSIBILITIES

5.1. Employer Responsibilities

- a) City Living Property Services must provide and maintain a working environment that is safe and without risks to health.
- b) City Living Property Services must ensure that persons other than employees (which includes the public) are not exposed to risks to their health or safety arising from the undertakings of City Living Property Services;
- c) City Living Property Services are responsible for the implementation of this policy and ensure all employees are aware of the requirements of this policy through consultative methods.
- d) Management will provide opportunities and information for support and assistance for employees with drug and alcohol related problems and other substances, through City Living Property Service's Employee Assistance Program.

5.2. Employee Responsibilities

- a) Employees must comply with all aspects of this policy
- b) Employees must take reasonable care for their own health and safety and that of others.
- c) All employees, contractors and visitors will ensure that they are fit for work and their work performance is not impaired by the misuse of alcohol and drugs (including over the counter drugs) and must not endanger their own safety or the safety of any other person.
- d) Report any incidents of concern to management immediately.

6.0. BREACH OF THIS POLICY

- a) Employees must comply with this Policy at all times. If an employee is found to have breached this policy, they may be subjected to disciplinary action in accordance with the Performance and Misconduct Policy.
- b) In circumstances where a workplace participant's behaviour or conduct may involve a breach of any Australian laws or any other laws (including foreign and international laws) to which City Living Property Services is subject or which may apply to the work performed by workplace participants for City Living Property Services, City Living Property Services may notify police or other relevant authority.