



Drug and Alcohol Policy

A working environment shall be created whereby alcohol or drugs usage does not threaten the safety of AGS's business, the environment and the safety or health of employees.

In situations where an employee is taking prescribed drugs or medication as treatment for a health condition, the employee shall be responsible for informing their Supervisor of any potentially impairing side effects.

Employees who drink alcohol while off-duty shall be responsible for ensuring that they allow adequate time to not be impaired by the effects of alcohol by the time they commence work.

Alcohol and drugs abuse shall be recognised as a treatable, ill health condition. Employees who suspect they have a dependency on alcohol or drugs shall be encouraged to come forward in confidence to their Supervisor, or a Medical Practitioner, to seek help and support. No employee with a drug or alcohol dependency who requests assistance from management for rehabilitation will be disciplined.

Assistance shall be provided in arranging appropriate rehabilitation treatment. Rehabilitation options shall include:

- Medical counselling
- Education programmes
- Professional treatment at a specialised health institution

Possession, distribution, sale or use of alcohol and illegal drugs, or misuse of legal drugs, on AGS's business premises is strictly prohibited and grounds for summary dismissal. If any illegal drugs are found, or illegal activity is suspected on AGS's business premises, the local authorities shall be contacted.

Inability of an employee to perform their duties through impairment by alcohol, use of illegal drugs or misuse of legal drugs shall be regarded as serious misconduct which may lead to disciplinary action including termination.

Any contractor or vendor personnel who violate the policy will be removed from company premises and could be denied future entry.

Keith Latham
General Manager

1st January 2018