

DRUG AND ALCOHOL POLICY

The primary expertise of THE TECHNICAL AND ENGINEERING NETWORK PTY LTD (TEN Recruitment) ABN 95 637179483 is the recruitment of both temporary and permanent staff for client companies. TEN Recruitment recognises that alcohol or drug misuse will impair an individual's ability to perform work safely. It is the policy of TEN Recruitment to protect its employees, assets, the community and the environment from hazards arising from alcohol or drug misuse. As such TEN Recruitment is proud to operate a zero tolerance workplace for drugs and alcohol for its employees, contractors and visitors.

The Drug and Alcohol Policy is a significant part of the company's "Fit for Duty" requirement and is therefore a shared responsibility between TEN Recruitment and its staff members. If anyone suspects that another employee is working while impaired by or under the influence of alcohol or drugs, they should immediately report this situation to the Director(s).

Zero tolerance towards drugs and alcohol means that;

- The presence of drugs and alcohol in your workplace or company allocated vehicles is strictly prohibited;
- Employees selling drugs or alcohol at the workplace is strictly prohibited.
- The consumption of drugs or alcohol in your workplace is strictly prohibited, except a modest consumption of alcohol at specific functions only as preapproved by the director; and
- Employees are not permitted to work if they have alcohol or drugs present in their body.

As part of this policy, TEN Recruitment may request drug and alcohol testing for the following;

- Prior to appointment as a new employee
- Randomly on any of the TEN Recruitment offices, premises or worksites
- For cause - when The Director(s) of TEN Recruitment suspect an employee may be under the influence of drugs or alcohol.

TEN Recruitment utilises urine testing and breath analysis via an accredited subcontractor. It is a condition of your continuing employment for you to be present and undergo the testing, unless on pre-approved leave or at the discretion of the Director(s).

If the test shows a positive result for drugs or blood alcohol content above the Australian standard, the employee will have constituted misconduct and will be directed not to attend work until an investigation and disciplinary process is completed. If the employee refuses to undergo the test or there are multiple invalid test results received, they will be treated as if the test showed a positive result.

Any employee found to be in breach with this Policy shall be subject to the discipline process established in the Employee Disciplinary Procedure and their Contract of Employment.

TEN Recruitment considers drug or alcohol dependency to be a medical condition and encourages any employee or contractor with these conditions to seek support and treatment. Where this is brought to the attention of the Director(s) of TEN Recruitment, the information will be treated with confidence.



THE TECHNICAL & ENGINEERING NETWORK
CREATING OPPORTUNITY

NIK HARDIMAN

DIRECTOR

DATE 26th August 2021

SIGN

LEE PLANT

DIRECTOR

DATE 26th August 2021

SIGN

POL 01-08 DRUG AND ALCOHOL POLICY		APPROVED BY: DIRECTORS		DATE: APRIL 2021	REVISION: 1		
REF:	POL 01-08	USER:	ALL STAFF	PURPOSE:	STATEMENT OF COMMITMENT TO RECOGNISING DETREMENTAL EFFECTS OF DRUGS AND ALCOHOL AND TEN RECRUITMENTS COMMITMENT TO ZERO TOLERANCE TOWARDS DRUGS AND ALCOHOL IN THE WORK PLACE	RETENTION	7 YEARS

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