

Dreampath Recruitment insists on a drug and alcohol free workplace as an essential element of achieving Occupational Health, Safety and Welfare aims.

This policy covers all employees (field and non-field), others and visitors performing work or visiting any Dreampath workplace or performing works on behalf of Dreampath.

- **Field employees** are defined as all on-hire employees who are representing Dreampath on placement, and any Dreampath direct staff who access client sites in the course of their role (e.g. Account Managers)
- **Non-field employees** are defined as those Dreampath direct staff who are not required to attend client sites.

The scope of this policy covers the following:

- All illicit drugs and substances, including marijuana, amphetamines, heroin, LSD, etc.
- All alcoholic drinks and beverages
- Prescribed drugs and medications known to cause adverse mental and / or physical effects when used in either prescribed or in excess of prescribed dosages
- Non-prescribed (over-the-counter) drugs and medications known to cause adverse mental and / or physical effects when used either in recommended or in excess of recommended doses.
- Any chemical misused illicitly as a drug, e.g. petrol, aerosols, glues, etc.

Dreampath insists on the following acceptable drug and alcohol levels for persons at work:

- Zero levels of any illicit drug or any substance misused illicitly as a drug
- Zero levels for any other substance known to or likely to cause adverse mental and / or physical effects, unless sanctioned in writing, along with any conditions, by the Senior Management
- Legal driving limit levels of alcohol applies for non-field employees unless a site specific policy including clients is in place which will override this standard
- Zero blood alcohol levels apply for all field employees, non-field personnel who are visiting client sites, visitors performing work or visiting any Dreampath workplace or performing works on behalf of Dreampath
- Random drugs testing is applicable to all Dreampath employees

A person's whose test result shows a non-acceptable level for a substance will not be allowed to resume work until a further clinical test shows an acceptable level. Those employees may also be subject to Dreampath's Counselling and Disciplinary system – refer to our Managing Under Performance (P_0005) and our D&A Testing Process (P_0048) .

Testing can be conducted pre-employment, randomly onsite, as compliance testing, as part of ongoing monitoring, in the event of an OHS incident, or upon reasonable suspicion. For clarification, reasonable suspicion is based on factual foundation, which may include: alcohol on the breath, unusually slurred speech, lapses in performance, inability to respond to questions and physical symptoms of alcohol or drug influence.

For some employees a pre-employment medical/screen will be compulsory, these medicals include a drug and alcohol test. Those employees affected by this will be notified of the requirement for a medical and testing prior to accepting the position.

The testing performed will be in accordance with the Australian Standard AS/NZS 4308:2008 and will be conducted by either trained Dreampath employees or medical practitioners in a laboratory or on-site facility. The results of the

drug and alcohol tests are treated confidentially in accordance with the Privacy Act and will be stored in the secure employee personnel file for the duration of their employment with Dreampath.

While this Drug and Alcohol (D&A) Policy sets the minimum standard for all Dreampath workplaces, all employees working at or visiting other workplaces will abide by the policy and procedures of those workplaces, where their standard is more stringent.

Code of Behaviour

- Employees will not bring any alcoholic beverages or drugs onto any workplace without firstly gaining the permission of the manager.
- At work no person will take or consume any drug, other than medications, which are prescribed or available over the counter and must have been sanctioned to use while working using the recommended dosages.
- It is the responsibility of all persons to inquire as to the affect of any prescribed or over the counter medication (i.e. doctors, pharmacists, etc.). Where the effects of any medication will or is likely to have adverse affects on the work safety, welfare or productivity of themselves and others at the workplace, it will be the responsibility of the employee to notify Dreampath workplace management or face Disciplinary Procedures. The prescribing medical professional must provide written verification of fitness for work while on the prescribed substance. It is at management discretion as to if suitable duties are available.
- Any person reporting to work in an apparent intoxicated or drug affected state may be tested and if found to be intoxicated to an extent which is likely to impair safe work performance that employee will be immediately suspended pending the outcome of Disciplinary Procedures.
- Any employee distributing illicit drugs at a workplace will be instantly dismissed and reported to the Police.
- Employees must ensure that they comply with all workplace health and safety legislation, and ultimately not put the health, safety or welfare of employees (or others) at risk.

Dreampath Sanctioned Alcohol Consumption

Dreampath management may on specific occasions advise employees of the provision of sanctioned alcohol for the purposes of team events and celebrations. All employees are to comply with the following requirements in such an event:

- Employees will only consume alcohol on sites and in locations where it is sanctioned by management.
- Dreampath employees will be advised by an approved Dreampath manager of the dates and times for the commencement and conclusion of sanctioned events, where the provision of alcohol may occur.
- Employees must ensure they are aware of their obligations to comply with responsible service of alcohol provisions.
- Employees are free to decline to participate if they choose. Alternative options will always be provided for those who indicate their preference.
- Employees who elect to consume alcohol at these events are aware they must accept personal responsibility for ensuring their consumption remains within legal limits if they are to drive, operate machinery or return to any formal duties. Employees found to be over this limit, or any overriding client policy limit on site, may also be subject to Dreampath's disciplinary system.

- In addition to the above outlined codes of behaviour, all employees must be respectful to others at all times while at work or engaged in Dreampath sanctioned events. Further to this employees must pay particular attention to appropriate communication, contact and behaviours when they have consumed any form of alcohol.
- All employees who consume may be subject to testing for BAC readings and Dreampath reserve the right to supervise and/or monitor the consumption of alcohol at the conclusion of any sanctioned event
- Employees seeking to operate a vehicle or return to their duties after the conclusion of a sanctioned event must participate in testing where required.
- Should an employee fail to provide an appropriate reading for BAC following a test, and therefore unable to operate a vehicle, they will be required to organise through Dreampath an alternative method of transport home, for example a lift or taxi. Employees who choose to consume alcohol at sanctioned events should be aware that alternative transport arrangements may be made at their own cost.
- Employees must also be aware that the BAC testing completed on site is not legally defensible and is provided as a monitoring and guide tool only. All employees must accept personal responsibility for making a decision to drive after alcohol consumption without placing a reliance on the test results.

It is important for all employees to confirm the content and application of any existing site specific policies with reference to Drug & Alcohol prior to the commencement of work and/or the consumption of any substances covered by the policy. In instances where there is no site policy in place this Standard will function by default.



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