



Workplace Drug and Alcohol Policy

This Workplace Drug and Alcohol Policy applies to all Employees of the business.

The objective of the policy is to ensure a safe, healthy, and productive work environment for all employees.

The requirement is for all staff to comply with the Workplace Drug and Alcohol Policy.

Procedures (not required)



Purpose

The purpose of this policy is to ensure a safe, healthy, and productive work environment for all employees of Sydney Drafting Concepts and Designs. The company recognises the importance of maintaining a workplace free of the adverse effects of drug and alcohol abuse, as it can lead to poor decision-making, increased risk of accidents and injuries, reduced productivity, and a negative impact on the reputation of the organisation.

Objective

This policy aims:

- To clearly define the company's position on drug and alcohol use in the workplace.
- To promote awareness of the dangers and consequences of drug and alcohol abuse.
- To provide support, assistance, and resources for employees who may be struggling with substance abuse issues.
- To establish procedures for managing and addressing drug and alcohol-related incidents in the workplace.
- To comply with relevant Australian laws and regulations regarding drug and alcohol use and workplace safety.

Policy Requirements

Prohibition of drug and alcohol use:

All employees are strictly prohibited from using, possessing, distributing, or being under the influence of alcohol, illegal drugs, or non-prescribed controlled substances while on company premises, during work hours, or while engaging in any work-related activities.

Prescription medication:

Employees who are taking prescribed medication that may affect their ability to perform their job safely and effectively must inform their supervisor or Human Resources representative. Necessary adjustments or accommodations will be made, where possible, to ensure the safety and well-being of the employee and others in the workplace.

Drug and alcohol testing:

Sydney Drafting Concepts and Designs reserves the right to implement drug and alcohol testing in accordance with applicable Australian laws and regulations. This may include pre-employment testing, random testing, post-incident testing, and testing based on reasonable suspicion.



Employee assistance and support:

Employees who are struggling with drug or alcohol-related issues are encouraged to seek assistance through the Employee Assistance Program (EAP) or other available resources. The company is committed to supporting employees in their recovery and returning to work, provided it does not compromise workplace safety and performance.

Confidentiality:

All information related to an employee's drug or alcohol use, treatment, or testing will be treated as confidential, in accordance with privacy laws and company policies.

Disciplinary action:

Violation of this policy may result in disciplinary action, up to and including termination of employment. The specific action taken will depend on the nature and severity of the violation, as well as the employee's history and position within the company.

Training and education:

Sydney Drafting Concepts and Designs will provide ongoing training and education to employees regarding the dangers of drug and alcohol abuse, the company's policy, and available resources for assistance.

Policy review:

This policy will be reviewed periodically to ensure compliance with relevant laws and regulations, as well as to evaluate its effectiveness in promoting a safe and healthy work environment.

The Director is responsible for communicating the Workplace Drug and Alcohol Policy to all persons working for or on behalf of the organisation and making it available to interested parties.