



DRUG AND ALCOHOL POLICY

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- b) using the documents or data for any purpose not agreed to in writing by i24s.

1 PURPOSE

i24s Group Pty Ltd (“i24s”) (“the Group”) (ABN 74 650 861 402), is a 100 per cent owned and operated Aboriginal business. The Group is a leading provider of talent pipeline/workforce solutions, industrial equipment hire and goods, and outreach and advocacy services, for the Mining, Resources, Energy, Infrastructure and Property sectors.

Robust health, safety, environment and quality (HSEQ) management is integral to the way our teams work at i24s. The Group strives to achieve operational safety, environmental protection and quality improvement throughout our operations and services, in accordance with legislation, industry Standards and Codes of Practice, the respective requirements of the jurisdictions in which we operate and client’s needs.

The Group is committed the continuous improvement of HSEQ management, which is underscored by our leaders, employees, clients, sub-contractors and visitors embracing i24s’ policies and procedures that aid in eliminating workplace risks and hazards.

The governance of this **Drug and Alcohol Policy** (“Policy”) is overseen by the Group’s Co-Founders and Officers/Executive Directors, Angela and Justin Kickett.

2 INTRODUCTION

The consumption or abuse of alcohol and drugs (other than for drugs that are prescribed by a medical professional and on the basis the prescribed drugs do not impact on or impair the behaviour of parties in the workplace) can damage physical and mental health, and impair judgement and behaviour of those affected, which may cause them to injure themselves or others. The consumption or abuse of alcohol or drugs places all parties at potential risk and must be reported to a Supervisor.

i24s’ developed this Policy to help provide a healthy and safe workplace for employees, clients, sub-contractors and visitors. This policy outlines the rules and responsibilities surrounding alcohol and drug use.

We endeavour to mitigate and/or eliminate risks and hazards from our workplaces while simultaneously further developing i24s’ health, safety and wellbeing processes and procedures in readiness for pursuing ISO Certification in the future.

3 SCOPE

This Policy applies to employees, sub-contractors and other parties undertaking work for the Group. When the following terms are referenced herein, “we”, “our” or “us”, we are referring to everyone at i24s. The scope of this Policy applies to all workplaces which are under the Group’s control.

4 RULES

The Group is committed to:

- ensuring parties undertaking work for the Group must do not consume or be under the influence of alcohol or drugs while at work, or during the course of their work for the Group, or they will be subject to disciplinary action which may result in termination of their employment;

- ensuring parties undertaking work for the Group maintain a Blood Alcohol Concentration (BAC) level of 0.00 ml/l (when the Group implements a work-related event approval from a Supervisor must be sought to bring and/or consume alcohol on premises in which the Group is undertaking work and the rules surrounding Responsible Service must be adhered to and the Responsible Service Checklist must be completed and approved by management);
- not driving a vehicle if he/she/they are under the influence of alcohol or drugs;
- not operating equipment or machinery he/she/they are under the influence of alcohol or drugs;
- notifying a Supervisor if he/she/they require over the counter medication for a condition or illness and of any side effects which may occur (the parties will perform suitable duties while taking the said medication(s). Should the said medication(s) be required for long-term or permanent use and affects he/she/their core responsibilities, consultation with their doctor may be required);
- notifying a Supervisor if he/she/they is taking other medication(s), including any advice of any potential side effects which may occur (the parties will perform suitable duties while taking the said medication(s). Should the said medication(s) be required for long-term or permanent use and affects he/she/their core responsibilities, consultation with their doctor may be required);
- being prescribed a medication does not remove the requirement to be fit for work or to comply with testing. Parties must notify a Supervisor if medication may impair safe performance or may affect testing outcomes, so that fitness for duty can be managed confidentially. i24s may request a medical certificate confirming fitness for duty and any restrictions (without requiring disclosure of diagnosis unless strictly necessary); and
- ensuring parties do not return to work under the influence or affected by alcohol or drugs.

4.1 DEFINITIONS

- Alcohol and other drugs (AOD): Alcohol, illicit drugs, misuse of prescription drugs, and any substance that may impair performance.
- Impairment: Being adversely affected such that safe work performance is compromised.
- Non-negative result: An initial screening result that requires confirmatory testing.
- Refusal: includes declining a test, not attending when directed, failing to provide a sample without valid medical reason, obstructing collection, or tampering/substitution/adulteration.
- Client/host site testing: Any testing required under a client/site policy or as a condition of site access.

4.2 TESTING – WHEN AND HOW

i24s may direct AOD testing where it is a lawful and reasonable direction and/or required by a client/host site, including pre-employment, pre-deployment, pre-site access, random testing, reasonable suspicion, for-cause, post-incident, near miss, return to work, rehabilitation programs, and/or where required by contract, client policy, or site entry conditions.

Testing will be conducted by an appropriately qualified provider using recognised procedures, including chain-of-custody processes. Initial 'non-negative' results will be managed in

accordance with the provider's confirmatory process where applicable.

4.3 REFUSAL / NON-COOPERATION AND OUTCOMES

i24s has a zero-tolerance approach to working while impaired. Where impairment is suspected or a test direction is issued, i24s may stand the worker down from duty and arrange safe transport from site where required to manage safety risk.

Refusal to undertake testing, failure to cooperate, or tampering may constitute serious misconduct because it is a failure to comply with a lawful and reasonable direction and/or client site requirement, and it undermines i24s' ability to meet WHS and contractual obligations.

Disciplinary outcomes may include counselling, warnings, final warning, redeployment (where feasible), or termination (including summary dismissal in cases of serious misconduct). i24s will apply procedural fairness, including giving the worker an opportunity to respond before a final decision is made (except where immediate removal from duty is required to manage safety risk).

Ensuring that visitor(s) to the workplace who may be affected by alcohol or drugs are reported to a Supervisor and First Aid Officer immediately. If the Supervisor or First Aid Officer believes the visitor(s) behaviour is unacceptable, immediate action is to be taken, including removing the visitor(s) from the workplace.

5 RESPONSIBILITIES

The management at i24s must:

- monitor work conditions and work performance;
- approach all parties in the workplace who may be affected by alcohol or other drugs;
- approach all parties who may have ongoing alcohol or drug-related problems that are affecting their work;
- encourage and refer all parties to support and counselling as appropriate;
- implement corrective or disciplinary procedures;
- maintain confidential records of alcohol or drug-related incidents or events;
- implement responsible service of alcohol measures at approved work functions;
- implement and review this Policy;
- ensure that all parties understand the Group's Drug and Alcohol Policy and their roles and responsibilities;
- provide information about the potential health and safety impacts of alcohol and drugs at work;
- provide appropriate training for employees, sub-contractors and other parties undertaking work for the Group, according to their roles and responsibilities;
- consult with employees about this Policy so they can contribute to decisions effecting their health, safety and wellbeing; and
- make this Policy is available to employees, sub-contractors and other parties undertaking work for the Group and to periodically review this Policy to ensure it remains accurate and effective; and
- ensure the said parties comply with this Policy.

At i24s, employees, sub-contractors and other parties undertaking work for the Group will:

- respond to any reasonable request to seek support or counselling for alcohol or drug-related matters;
- participate in workplace consultation and/or training in relation to the consumption of alcohol or drugs; and
- discuss matters (in confidence) with their Supervisor or a First Aid Officer if he/she/they are experiencing issues relating to alcohol or drug-related problems;
- promptly and honestly report any incidents, hazards and near misses; and/or
- comply with this Policy.

6 GOVERNANCE

The governance of this Policy is overseen by the Group's Officer, Angela Kickett. For further information about this Policy and/or other health, safety, environmental or quality management matters, please contact i24s on +61 8 9209 2090 or admin@i24s.com.au



Angela Kickett

Co-Founder/Executive Director

