

Drug & Alcohol Policy

<i>Date of Implementation:</i>	<i>Approved by:</i>
30/04/2020	Kamal Atwal, Managing Director

1. Objective:

This policy serves to set out Fast Force's view on substance and alcohol abuse as well as to outline the procedures to follow when someone is suspected of being under the influence of a banned substance or alcohol.

The company is committed to ensure good health and safety of every employee and visitors to our Client workplace.

Therefore, the company has adopted this policy which prohibits all employees, at all levels, from working or conducting company business whilst under the influence of a banned substance or alcohol.

2. Application:

This policy is applicable to all current staff of Fast Force, across all the different levels, as well as any prospective employee, applying for employment with the company.

3. Definition of drugs and alcohol:

Drugs include any mind altering, legal or illegal, controlled substance, unless it is prescribed by a medical professional and used in accordance with medical directions.

Alcohol includes any alcoholic drink, spirits, wine or beer.

4. Drug and Alcohol free company:

All employees of Fast Force are prohibited from;

- a) Working or conducting company business whilst under the influence of drugs or alcohol;
- b) Using, manufacturing, possessing, distributing or consuming drugs or alcohol on company premises during or after working hours, unless you are responsible for organising or supplying alcohol for an approved social event;
- c) Driving a company vehicle or operating machinery under the influence of drugs or alcohol at any time; and/or
- d) Using and consuming drugs or alcohol when off-duty if it would result in you reporting to work or performing your duties whilst still under the influence.

Alcoholic beverages may be served or consumed at official social events, in designated areas, but only with prior approval of management, however, no employee is permitted to return to the premises to work on the day on which he/she has consumed alcohol at such an approved social event.

Our Clients require professionalism from all employees in all work related dealings with co-workers, suppliers and non-employees, therefore all employees should adopt responsible behaviour at company functions and events.

No employee should be impaired by alcohol or drug use, including being under the effects of a "hangover", due to drugs or alcohol, either during working hours or while present in the workplace.

Employees must at all times have the ability to carry out their work in a safe and responsible manner.

All employees should consider their social responsibilities and not drive while under the influence of drugs or alcohol.

Conviction of a drunk driving offence while driving a company vehicle will not be tolerated, whether or not this is during or after working hours. Any such incident may result in disciplinary action up to and including summary dismissal.

If an employee loses his/her driver's license for whatever reason, including drunk driving, and he/she is employed in a role that requires a valid driver's license, the employee will no longer be able to carry out that role and employment may be terminated.

5. Enforcement:

All employees are responsible for ensuring their own compliance with this policy.

If you feel unsafe working with one of your colleagues because you suspect th he/she is in breach of this policy, you should refer the matter to your supervisor and Fast Force.

Fast Force encourages all employees to discuss any prescription drugs or medicines employees are taking with consultant at an early stage, so that the work tasks you will undertake can be assessed and adapted appropriately.

On reasonable suspicion Fast Force and The Client reserves the right to search an employee's personal property and vehicle for drugs and alcohol.

Appropriate steps will be taken to deal with the employee if the manager:

- a) Observes an employee using drugs or alcohol or finds evidence of usage;
- b) Detects the odour of alcohol on an employee;
- c) Suspects an employee is working under the influence of drugs or alcohol, for example through abnormal or erratic behavior;
- d) Learns from a reliable or credible source that the employee has consumed drugs or alcohol.

Any employee working or visiting a client's site, must adhere to the drug and alcohol policy of that client.

In the event that an employee breaches a client's drug and alcohol policy and/or receives a positive testing result, disciplinary action will be taken, and termination may follow.

6. Assistance:

Fast Force recognizes that drug or alcohol dependence is an illness and a major health problem. If you voluntarily wish to seek help, then we aim to be sympathetic and supportive.

If you think you have a drug or alcohol problem that is affecting your work, we encourage you to ask for help from us at an early stage before we send you out to our client's workplace, that is before the problem is the immediate subject of disciplinary action, without fear of reprisal.

Discussions will be kept confidential. We will not pay for treatment, but we will try to help you resolve your problem, by referring you to appropriate community resources.

7. Non-discrimination:

Fast Force will take steps to actively promote non-discrimination.

The company will make sure that no employee or prospective employee living with a drug or alcohol abuse problem is unfairly discriminated against in any employment policy or practice.

Employees will not be victimised with regards to their job benefits.

The company will however have to share any information found during a disciplinary process with the police.

8. Pre-employment testing:

An applicant may be required to undergo a drug and alcohol screening test before being employed, subject to our client's drug and alcohol policy. If an applicant fails the test, he/she may not be considered for appointment.

If a conditional offer of employment has been made, the offer might lapse because the applicant is unable to comply with a pre-condition of employment.

If the applicant has commenced employment, the employer will start a formal investigation to consider termination of the employee's employment based on the employee's failure to comply with a condition of their employment and/or a breach of the company's drug and alcohol policy.

9. Testing during employment:

During employment, Fast Force may require you to undergo a drug and alcohol test, to monitor compliance with this policy.

Fast Force may require an employee to undergo drug and alcohol testing on any of the following occasions:

- a) If it is suspected, on reasonable grounds, that you are working under the influence of drugs or alcohol;

- b) On random occasions, if you are employed in a safety-sensitive position. Please note that random test selection means that some employees may not be picked to be tested at all, some employees may be tested once, and other employees may be tested more than once;
- c) If there is an incident involving potential compromise of health and safety standards. If you are injured in the workplace, this may involve you being tested at the time your injury is treated;
- d) If an employee seeks to be transferred to a safety sensitive area.

10. Testing procedures:

Drug and alcohol testing will be performed at the employer's expense by a medical professional or an equivalent provider, or by our nominated registered medical practitioner.

Testing will be done in such a way as to respect your privacy and confidentiality. Test results will be treated as highly confidential, and stored by the testing provider. The medical professional may retain test results for one year, then dispose of them in a secure manner.

The alcohol test is likely to be a breath alcohol test.

The drug test is likely to involve either an oral fluid test and/or testing of a urine specimen. If, in the future, less intrusive but equally effective methods of testing become available, we will endeavour to use them.

Before taking the test, you should advise of any medication you are currently taking that you think might affect your results.

A copy of the results will be provided to Fast Force and may be shared with the client. Results may be used in evidence or disclosed in disciplinary or legal proceedings.

In all other respects, material and information used or obtained from testing will be kept strictly confidential

You should note that the test may not measure the degree to which you were under the influence of drugs or alcohol.

This policy has been implemented to eliminate the potential hazard of employees being under the influence of drugs or alcohol at work. The policy requires that the employee is not under the influence of drugs, or alcohol AT ALL during working hours, and the breath alcohol limits for driving do not apply to the workplace.

If a test indicates the presence of drugs or alcohol, then we will presume that you were under the influence of drugs or alcohol and therefore in breach of this policy.

If you test positive, you are entitled to challenge the results and obtain an independent analysis of the sample, at your own expense.

11. Cheating on a test:

If you cheat when taking a drug and alcohol test, or the person conducting the testing has reasonable grounds to suspect that you have tampered with a specimen, then the company will instigate an investigation into your conduct and view this as a breach of this policy.

The company may take disciplinary action up to and including dismissal, with or without notice.

12. Refusing to take a test:

If you are required to take a drug and alcohol test and you refuse to do so, you will be required to explain the reason/s for your refusal.

We will consider your explanation at the time of refusal and try to address any issues or concerns to afford you a further opportunity to cooperate with the testing requirements.

If, having heard your explanation for your failure to cooperate, and having considered any medical evidence that you produce, the company is not satisfied with your explanation, the company will treat this failure as a serious breach of the drug and alcohol policy and may take disciplinary action up to and including dismissal, with or without notice.

13. Breach:

If you are in breach of this policy, the company may either send you home or organise you transport home, on unpaid leave for such period as may be reasonably necessary.

This will be at least as long as required for you to recover from the influence of drugs or alcohol and you may be required to remain away from work until the results of the drug and alcohol test have been received.

The employer may instigate a formal investigation into your conduct and if there has been misconduct, the company will consider the most appropriate course of action.

To ensure the safety of all employees, the company will suspend an employee who is being investigated for being under the influence of drugs or alcohol, pending disciplinary proceedings.

Suspension will be without pay until the conclusion of the disciplinary process, providing there are no undue delays caused by the employee.

The nature and severity of the violation will determine the disciplinary action taken:

- a) Minor first offences may result in extension of a probation period and/or a first written warning and/or referral for substance abuse education/evaluation/treatment;
- b) Repeated or more serious offences may result in dismissal from employment with or without notice.

14. Alternatives to dismissal:

At the absolute discretion of the company, the company may consider alternative penalties to dismissal.

Alternative penalties will be in conjunction with a warning – either a first written warning or a final written warning.

Alternative actions may include;

- a) Stand down without pay for 6 weeks to show a clear test result;
- b) Initiating an on-going testing schedule as a means to show he/she is not a habitual drug or alcohol user;

- c) The employee funds an alternative driver whilst they have lost their license;
- d) The employee paying for a second test within a few weeks to prove he/she can return a negative test;
- e) Attending a rehabilitation programme;

15. Disclaimer:

The company reserves the right to change or replace this policy at any time.

Where there is a dispute with regards to the interpretation of this policy or any part thereof, the company reserves the right to clarify the intention and meaning of this policy.

The clarification as provided by the company, will be seen as the final decision on the interpretation of this policy.

Signed



Position: Managing Director

Date: 30/04/20