

Drug & Alcohol Policy



1. PURPOSE

The purpose of this policy is to ensure all employees, workers and those who render services to the Company understand the Synaco Groups position on Drugs and Alcohol in the workplace.

Synaco Group is committed to providing a safe, healthy and secure environment for all employees, workers and visitors affected by the operations and activities of the company.

2. SCOPE

This policy applies to all employees at host employer sites, service providers, visitors and all employees within the Synaco Group which includes Synaco Global Recruitment, Synaco Resources Pty Ltd and at all locations.

3. RESPONSIBILITIES

- 3.1 It is the responsibility of the Company Director to ensure that all personnel are made aware of the Drug & Alcohol Policy.
- 3.2 It is the responsibility of all Managers to ensure that employees, workers and service providers are fit for work, and that this policy is implemented.
- 3.3 It is the responsibility of employees, workers and service providers to ensure that they are fit for work.

4. RELATED DOCUMENTATION

100-0002 – Disciplinary Policy & Procedure

5. GENERAL PRINCIPLES

- 5.1 The Synaco Group has a **zero tolerance** to drugs and alcohol.
- 5.2 Employees and workers must always be in a fit state to carrying out their duties when at work. They must not be under the influence of alcohol or any other impairing substance.
- 5.3 Should an employee or worker need to take medicinal drugs, whether on a regular basis or occasional use, they must inform their manager.
- 5.4 Anyone who is suspected of being under the influence will be removed from the workplace immediately and must not return until they are fit for duty.
- 5.5 In addition, such behaviour will be subject to thorough investigation and may result in the termination of your assignment or contract with Synaco Group in accordance with the Company's disciplinary procedure.

- 5.6 The Synaco Group is obliged to investigate all circumstances surrounding such behaviour and this may, where necessary, include seeking medical advice as to your condition including requiring you to submit to a medical examination. The Synaco Group is obliged to investigate such matters in as much detail as possible and therefore expects you to comply with any requests that you submit to such examinations.
- 5.7 The Synaco Group will recommend that anyone affected by alcohol and/or drug dependency takes advantage of counselling services to help control the problem and people will be required to act on any such recommendation. In the event that you need to be absent from work for a period of treatment for either alcohol or drug dependency, the Synaco Group will endeavour to place you in a suitable assignment but cannot guarantee that this is the assignment that you were placed in prior to your absence.
- 5.8 If the Synaco Group suspects that you are in possession of alcohol or drugs, you will be required to consent to a search of your belongings. If you are found in possession of any alcohol or illegal substances you will be removed from your duties pending further investigation.
- 5.9 If it is believed that you are dealing, buying, selling or receiving drugs or alcohol, you will be removed from your duties while an investigation is carried out. Where a criminal offence is suspected, the Company shall inform the police.
- 5.10 All employees and workers are required to inform the Synaco Group or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.

6. ALCOHOL & DRUG TESTING

On the grounds of protecting health and safety, and only where necessary to achieve a legitimate business claim, the Company reserves the right to carry out random alcohol and drug testing on those employees in the workplace whose activities and job duties have a significant impact on the health and safety of others. If an employee receives a positive test, this will be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal in accordance with the Company's disciplinary procedure. Unreasonable refusal to submit to an alcohol or drug-screening test will also be dealt with through the disciplinary procedure.