

Drug and Alcohol Policy

1. Purpose

The purpose of this Policy is to reduce the likelihood of injury, damage and/or other negative effects resulting from alcohol and/or drug use and/or abuse in the work environment.

2. Scope

All workplace participants as described in the definitions.

3. Policy Statement

RedR aims to provide and maintain a workplace environment that not only protects the health and safety of all workplace participants whilst at work, but also facilitates a productive workplace. A safe and productive work environment includes the respectful treatment of others in the workplace. The use of drugs and/or alcohol in the workplace may impair a workplace participant's ability to perform their work safely, efficiently and with respect for peers, clients, training participants and others.

4. Principles

Definition

Workplace Participants	Includes paid staff, deployees, associate trainers, contractors, volunteers, interns, training participants under the duty of duty of care RedR.
Workplace	<p>This Policy is not restricted to the workplace or work hours. The obligations contained in this Policy:</p> <ul style="list-style-type: none"> a) extend to all functions, places, training site that are work-related. A “work-related function” is any function or b) event that is connected to work. For example, training, conferences, work lunches or meetings, client functions, etc. Workplace participants must comply with this Policy at all work-related functions. Any reference to work in this Policy includes a work-related function. c) This Policy also applies when workplace participants go to other workplaces in connection with work, for example when visiting a customer, client or supplier, or travel for work.
Impact of alcohol on the workplace	<ul style="list-style-type: none"> • Alcohol can affect a person’s concentration, coordination, decision-making ability and slows reaction times. • Alcohol can also impact relationships with co-workers, stakeholder, and others. • Alcohol can affect productivity too or people not working to the best of their ability because they are: <ul style="list-style-type: none"> ○ Affected by alcohol or hung-over ○ Experiencing alcohol-related illness or health issues ○ Experiencing difficulties outside of the workplace due to a family member’s alcohol consumption

	<ul style="list-style-type: none"> ○ Covering for a co-worker who is affected by alcohol or hung-over. • Reputation damage due to poor perceptions resulting from the impact of alcohol.
Drugs	<p>“Drugs” includes illegal drugs and prescription or pharmacy drugs, as defined below:</p> <p>a) “Illegal drugs” includes any drug prohibited by State, Territory or Federal law in Australia or any other laws (including foreign and international laws) to which RedR is subject or which apply to the work performed by workplace participants for RedR. For the purposes of this Policy, marijuana is considered an illegal drug. In this Policy, “illegal drugs” also includes prescription or pharmacy drugs (as defined below) which are used without the necessary prescription or for non-medical purposes.</p> <p>b) “Prescription and Pharmacy drugs”: RedR recognises that workplace participants may have legitimate medical reasons for taking some drugs, specifically where a medical practitioner has properly prescribed lawful drugs for a diagnosed medical purpose or where the drug is lawfully available at Australian pharmacies (without a prescription) and is required for a legitimate medical purpose. These drugs are referred to in this Policy as “prescription and pharmacy drugs”.</p>

CODES OF BEHAVIOUR

Drugs

- Strict prohibition of being under the influence of illegal drugs at work
- Where a workplace participant is taking prescription or pharmacy drugs for a legitimate medical purpose, the workplace participant will not breach this Policy by attending work, if:
 - a) the workplace participant takes the prescription and pharmacy drugs in accordance with the instructions of his/her medical practitioner and normal directions applying to the use of those drugs.
 - b) the workplace participants does not misuse or abuse prescription or pharmacy drugs.
 - c) the workplace participant informs himself/herself of the impact of consumption of alcohol on prescription and pharmacy drugs and limits their consumption accordingly and in compliance with this Policy; and
 - d) the workplace participant checks with their medical practitioner or pharmacist about the effect of the drug on his/her ability to drive vehicles, operate machinery and generally perform their work duties in a safe manner. If a workplace participant’s ability to perform his/her work safely may be affected by the prescription or pharmacy drugs they are taking (or propose to take), the workplace participant should obtain advice in writing from the medical practitioner or pharmacist and provide it to his/her manager or supervisor, before undertaking his/her work.

Alcohol

- Workplace participants must consume alcohol responsibly
- Workplace participants must not become inebriated or drunk
- Workplace participants must uphold an appropriate standard of behaviour at all times
- Workplace participants in charge of vehicles, equipment/machinery, handling hazardous chemicals or undertaking hazardous activities must not be under the influence of alcohol and must at all times comply with the laws of the relevant state or territory.

Managing Alcohol on a Training Site

To ensure a safe learning environment, RedR encourages the following:

- Trainers are not under the influence of alcohol during the delivery of training
- Trainers drink responsibly outside of training activities/ responsibilities
- Students are not under the influence of alcohol during class
- Students drink responsibly outside class
- No consumption of alcohol in shared accommodation/ dormitory arrangements
- Volunteers are not under the influence of alcohol during activities
- Volunteers drink responsibly outside of activity periods

Concerned about a co-worker

If someone is concerned that a co-worker is intoxicated while at work, or is coming to work tired or with a hangover, it would be useful to document these incidents and report it to their manager, HR, or RedR representative.

Where a workplace participant is sent home or required to attend a medical examination, the workplace participant must report to their manager to discuss the incident the following working day, or when the workplace participant is no longer under the influence of drugs and alcohol.

Breaches of this Policy

Breaches of this Policy including the refusal to follow reasonable directions will lead to disciplinary actions and may include terminations of engagement, and/or removal from a RedR training course.

Support and Resources

- Confidential Counselling – Mandala Foundation – 1300 767 707 or 03 9005 0808
- Drug and Alcohol Foundation - <http://adf.org.au>
- DrinkWise - <https://drinkwise.org.au/>

Other Policies

- RedR Code of Conduct
- RedR Reasonable Medical Examination Policy
- RedR Open Disclosure
- RedR Employee Assistance Program

5. Related policy and documents

- RedR Code of Conduct
- RedR Reasonable Medical Examination Policy
- RedR Open Disclosure
- RedR Employee Assistance Program

6. Document control

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