



1.0 Purpose

- To support our responsibility for and commitment toward our team members and to ensure a safe and healthy workplace;
- To ensure that all team members at “CUSTOMISED TRAFFIC MANAGEMENT”, have a work environment which is free of alcohol and drug use/abuse;
- To outline the company’s expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse, in the workplace.
- To provide an opportunity to team members with a substance use problem to get well and to seek assistance with their problem.

2.0 Scope

This policy applies, at the workplace, to all team members of “CUSTOMISED TRAFFIC MANAGEMENT” and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

1. All individuals working at “CUSTOMISED TRAFFIC MANAGEMENT” are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

2. Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other team members, the safety of our Clients’ workers, the safety of road users, the well being of our team member’s families, and the ability to accomplish the goal of an alcohol and drug free work environment. As such, “CUSTOMISED TRAFFIC MANAGEMENT” wants to impress upon all team members that it has zero tolerance for team members who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs on, or in, Company property.

3. The Company strictly prohibits the use of, unlawful manufacture of, sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on, or in, company property. To this end, “CUSTOMISED TRAFFIC MANAGEMENT” reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, and Company motor vehicles etc. which are on Company property or in a Company facility or vehicle. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

3.0 Definitions

Alcohol means ethyl alcohol or ethanol.

Blood Alcohol Concentration (BAC) means a measurement of the amount of Alcohol in a person's blood. BAC is measured in grams of Alcohol per 100 millilitres of blood.

BAC Test means a breath analysis test, blood test or other approved test performed by a trained CTM representative or a CTM approved health practitioner to measure the amount of Alcohol in a person's blood.

Illegal Drug means any substance that is not legally permitted or authorised, unlicensed and/or unlawful.

Drug means any substance (with the exception of Alcohol) that, when consumed or used by any person, adversely affects, or has the potential to adversely affect, the health, safety, work performance or conduct of a Staff member including, but not limited to, the following:

prescription drugs and non-prescription drugs;

Illegal Drugs; and

any other mind altering or intoxicating substances (e.g. inhalants), including synthetic drugs that may contain psychoactive properties.

1. **Drug Test** means a blood test or other approved test performed by a trained CTM representative or a CTM approved health practitioner to measure the amount of any drug in a person's body.

Policy means this Drug and Alcohol policy.

under the influence means if a Staff member has:

- (a) a BAC of greater than 0.00;
- (b) any amount of Illegal Drugs in their system; or
- (c) any amount of legal drug (including prescription medication) in their body impairing the person's ability (or any other worker's ability) to work competently or safely.

Workplace means CTM offices, any site at which work for CTM is performed (including client premises) and all work related travel to and from CTM's offices, or sites where work is performed for CTM.

4.0 Responsibilities

Senior Management	<ol style="list-style-type: none"> 1. Implement and rereview this policy 2. Provision of suitable resources to implement this policy 3. Monitor and audit that testing is conducted as per this policy
Managers & Supervisors	<ol style="list-style-type: none"> 1. Report any concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, they will remove any team member who is suspected of violating the provisions of this policy from "CUSTOMISED TRAFFIC MANAGEMENT" premises or job sites, pending investigation and a decision on appropriate consequences including potential disciplinary action. 2. Ensure reported cases of Staff members who purchase, carry, store or possess Alcohol and/or Illegal Drugs in a Workplace are dealt with in accordance with this Policy 3. Ensure that Staff members are only allocated duties consistent with any warnings of likely impairment from

5.0 Drug and Alcohol Testing

“CUSTOMISED TRAFFIC MANAGEMENT” will conduct drug testing under one or another of the following circumstances:

- **RANDOM TESTING:** Workers may be selected at random for drug testing at any interval determined by the Company.
- **FOR CAUSE TESTING:** The Company may ask a worker to submit to a drug test at any time it feels that the worker may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the worker’s person or in the worker’s vicinity, unusual conduct on the worker’s part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any worker involved in an on-the-job accident or injury under circumstances that may suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any worker who potentially contributed to the accident or injury event in any way.

A Staff member who refuses to participate in a Drug Test or BAC Test or fails to attend a designated test location at the required time, will be deemed to have failed the Drug Test or BAC Test. Such a person will be stood down for the remainder of the work day and may be subject to disciplinary action, including suspension or termination of employment/engagement. Where a Staff member is required back at work, they will be required to be re-tested before re- commencing work.

Written notification of the failure to attend or participate in a Drug Test or BAC Test will be provided to the Staff member. The written notification will state the date/time of the refusal, what the result was, any action that was taken and any future action that may be taken.

A visitor or other person who refuses to participate in a Drug Test or BAC Test or who fails to attend a designated test location at the required time will be deemed to have failed the Drug Test or BAC Test. Such a person will be directed to leave the Workplace. If the Visitor or other person returns to the Workplace, he or she will be required to undertake re-testing before they will be allowed to enter the Workplace.

If a worker is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the worker may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the worker will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Any Staff member who provides a substituted urine sample or interferes in any way with a urine sample so as to prevent detection of Drugs or Alcohol will be treated as if their urine sample tested positive in breach of this Policy and will be subject to disciplinary action.

6.0 Prescription Medication

CTM recognises that Staff members may be required to take medication as prescribed by a doctor or as obtained over the counter from a pharmacist. Some of these medications have the ability to impair the Staff member and to reduce their fitness for work.

Staff members have an obligation to inform CTM if they are under the influence of any prescription medication. Staff members are to notify their Supervisor and develop an appropriate management strategy for the use of any medication that could impair their ability to perform their duties.

Each Staff member has an obligation to ensure that any medication taken is done so according to instructions from the doctor, pharmacist or information included in or on the packaging of the medication.

The Staff member must inform CTM immediately when they cease taking such prescription medication.

If requested by CTM, a Staff member who is under the influence of prescription medication or who ceases taking prescription medication must provide CTM with a medical certificate verifying that the Staff member is fit for work.

7.0 Failing a Drug or BAC test

A Staff member fails a Drug Test or BAC Test (test) where the test result establishes the person was/is under the influence.

If a Staff member fails a test, CTM will ensure that the Staff member leaves the Workplace and may take disciplinary action against the Staff member in accordance with clause 9 below.

8.0 Disciplinary Action

Disciplinary action may be taken against Staff members who breach this Policy, including where the Staff member is under the influence or has consumed alcohol at a Workplace. Such action will depend on the circumstances but may involve a warning, transfer, counselling, demotion, or dismissal.

9.0 Confidentiality

CTM will (subject to any statutory obligations) take all reasonable steps to ensure that any test results concerning a Staff member are confidential between the individual and CTM.

All persons must treat as confidential, any information about another person obtained in accordance with this Policy. Failure to do so may result in disciplinary action.

10.0 Policy Review

From time to time this Policy may be reviewed and amended for completeness and currency, in line with possible amendments to company standards and/or changes to legislative requirements.



Vicki Allen
Chief Executive officer
7th November 2022