



DRUG & ALCOHOL POLICY

Purpose

The purpose of this policy is to:

- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff including Subcontractors.
- Ensure that the staff and Subcontractors at BayPhil Construction Ltd can work in an environment free of alcohol and drug use or abuse.
- 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.
- Provide an opportunity to staff members and subcontractors with a substance use problem to get well rather than provide grounds to terminate the employment.

Scope

This policy applies, at the workplace, to all staff members and subcontractors of BayPhil Construction Ltd (referred as the "Company") and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

- All individuals working at BayPhil Construction Ltd 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.
- 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 staff and subcontractors, the wellbeing of our staff and subcontractor's families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore wants to emphasise that it has zero tolerance for staff and subcontractors who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.
- The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers,



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filing cabinets, desks, packages, etc. which are on Company property or in a Company facility. 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.

Roles & responsibilities

It is the responsibility of all staff and subcontractors to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member or subcontractor who is suspected of breaching this policy from Company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Administration of this Policy:

1. If a staff member, visitor or subcontractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty staff member or subcontractor is requested to work. It is the staff member or subcontractor's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.
3. Staff or subcontractors who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.
4. If a staff member or subcontractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their Team Leader or other Manager.



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5. In support of those who may have developed or are developing the disease of chemical dependence, all employees and subcontractors are required to document and report any violations of this policy. Any staff member, co-worker, subcontractor or supervisor not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

6. BayPhil Construction Ltd will follow the Head Contractor Drug & Alcohol Policy regarding random drug testing and pre-start negative tests made available.

Disciplinary Procedure

The disciplinary procedure may follow a three step progression:

1. Warning with 1 week suspension
Clear test must be submitted before restarting work
Ongoing tests will be requested.
Date: Name:

2. Warning with 1 week suspension
Clear test must be submitted before work
Ongoing tests will be requested at cost of Employee.
Date: Name:

3. Termination
Date: Name:

At the discretion of the Managing Director BayPhil Construction Ltd may dismiss Employee at first time of violation without the three step progression or cease to employ Subcontractor immediately at first time of violation before completion of work.

Employee / Subcontractor

Baydon Phillips - Managing Director