

Policy for Drug & Alcohol

The following is the Company Policy concerning alcohol, illegal drugs and prohibited substances.

1. Particular categories of new employees are required to undergo a pre-employment medical examination that includes screening for substance abuse. Unless the medical report is clear employment may not commence. Employees in general are required at the Company's request to undergo screening for substance abuse.
2. The use of alcohol by an employee while on duty is prohibited. Any employee or visitor under the influence of alcohol is prohibited from entering Company or client premises, engaging in company business or operating company equipment. Employees found to be engaged in such activities will be subject to sanctions including termination of employment in accordance with the Company Disciplinary Procedures as referred to within the individual Contract of Employment.
3. The use, possession, distribution, purchase or sale of drugs by any employee or visitor while on Company's premises or while travelling on or operating company equipment is prohibited. Any employee or visitor under the influence of drugs is prohibited from entering company premises, engaging in company business or operating company equipment. Employees found to be engaged in such activities will have their employment terminated in accordance with the Company Disciplinary Procedures.
4. Any employee or visitor suspected of violating this policy will be immediately removed from company or client premises and may be asked to submit to a drug or alcohol test. This will be the normal procedure in the following cases:
 - Personnel displaying inappropriate behavior
 - Personnel having the odor of alcohol while on duty
 - Personnel directly or indirectly involved in an accident
 - Personnel injured on Company or client premises or while travelling on or operating company equipment.
5. The Company will request random testing for substance abuse if it deems appropriate and employees will voluntarily submit to such tests when so requested. Employees who unreasonably refuse to undergo such tests will be dealt with in accordance with the Company Disciplinary Procedures.
6. The Company will adopt and implement any requirement of a client governing this policy area. Breach of Company or client rules will be dealt with in accordance with the Company Disciplinary Procedures.
7. The Company will cooperate with authorities such as police or health and safety officials to assist them in any enquiries they may carry out in relation to this policy area.