

Drug and Alcohol Policy

The Group

Effective Date: March 2026

Next Review Date: March 2027

Approved by: Alyssa Shoppee – RTW & Safety Manager

1. Purpose

The purpose of this policy is to ensure a safe, healthy, and productive workplace by minimising the risks associated with alcohol and other drug use.

All companies under the Group place on-hired employees into roles at a wide range of host workplaces. The use of alcohol or drugs may impair a worker's ability to perform their duties safely and may place themselves, other employees, clients, and the public at risk.

This policy outlines the expectations and responsibilities relating to drugs and alcohol in the workplace.

2. Scope

This policy applies to:

- All permanent, full-time, part-time, and casual employees
- On-hire (labour hire) employees placed at host sites
- Contractors, consultants, interns, and candidates
- Any work-related context, including client sites, work events, travel, and online interactions
- All companies under the Group – HOBAN Recruitment PTY LTD (ABN 88 052 201 313), Staff Solutions Bilingual (ABN 88 052 201 313), RED Appointments (ABN 35 138 057 510) Brexa Finance Shared Services Pty Ltd (ABN 25 006 776 343), Clicks Recruit ABN (87 078 625 242), Index (ABN 33 123 720 043), and RED Appointments NT (ABN 83 153 591 586) and RAP2 (ABN 25 630 066 482), Kinetic (NZBN 9429030250765)

Where there is any inconsistency between this Drug and Alcohol Policy and a Client Host Site's policy or procedures, the more stringent requirement will apply. On-hired employees must also comply with any drug and alcohol requirements of the host employer where they are placed.

3. Policy Statement

All companies under the Group are committed to providing a workplace free from the risks associated with alcohol and other drugs.

Employees must:

- Report to work fit for duty
- Not be under the influence of alcohol or drugs while at work
- Not possess, consume, sell, or distribute illicit drugs at work or at a host workplace
- Comply with drug and alcohol testing where required

All companies under the Group maintain a zero-tolerance approach to illicit drugs in the workplace.

4. Definitions

Alcohol

Any beverage containing alcohol.

Drugs Includes:

- Illegal drugs
- Prescription medication
- Over-the-counter medication
- Medicinal cannabis
- Any substance that may impair a person's ability to work safely.

Fit for Duty

An employee that is physically and mentally capable of performing their duties safely.

5. Employee Responsibilities

All employees must:

- Present for work fit for duty
- Notify the appropriate company under the Group if they are taking medication that may impair performance
- Follow the host employer's drug and alcohol policy
- Complete a drug and alcohol test where required
- Immediately report any safety concerns relating to impairment

Failure to comply may result in disciplinary action, including termination of employment or removal from an assignment.

6. Prescription and Medicinal Cannabis

Employees who are prescribed medication that may affect their ability to work safely must notify the appropriate company under the Group before commencing work.

This includes:

- Prescription medications
- Sedating medications
- Medicinal cannabis
- Disclosure allows the company to:
 - Assess fitness for work
 - Implement appropriate controls
 - Ensure workplace safety

Medical information will be handled confidentially.

7. Drug and Alcohol Testing

Drug and alcohol testing may be conducted where permitted by law and in accordance with recognised Australian standards such as AS/NZS 4308:2008 (Urine Testing) and AS 4760:2019 (Oral Fluid Testing).

Testing may occur:

- Pre-employment / pre-placement
- Pre-start / site access testing
- Random testing
- Post-incident or accident testing
- Reasonable suspicion / for-cause testing
- Return-to-work testing
- Blanket or targeted testing

Workers must comply with lawful testing requests.

8. Refusal to Test

Refusing to participate in drug or alcohol testing without reasonable excuse may be treated as a breach of this policy and may result in disciplinary action.

9. Test Results

Where an employee returns a non-negative drug result or positive alcohol breath test result, All companies under the Group may:

- Remove the worker from duties immediately
 - Conduct further assessment
 - Notify the host employer if required
 - Require medical clearance before returning to work
 - Apply disciplinary action
 - Terminate employment
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11. Host Employer Requirements

On-hired employees placed with host employers must comply with the host employers:

- Drug and alcohol policies
- Testing requirements
- Site-specific safety rules

Where policies differ, the stricter requirement will apply.

11. Employee Assistance

All companies under the Group encourage their employees to seek appropriate support and assistance. Organisations that can help include:

- Beyond Blue: 1300 224 636
- Counselling Online: 1800 888 236
- Narcotics Anonymous: 1300 652 820
- Converge International (All companies under the Group EAP partner): 1300 687 327

12. Breaches of Policy

Breaches of this policy may result in disciplinary action, including:

- Removal from assignment
- Suspension
- Termination of employment

Serious breaches may also be reported to the relevant authorities where required.

13. Standards & Codes

- AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
- AS 4760:2019 – 'Procedures for specimen collection and the detection and quantitation of drugs in oral fluid'
- AS 3547: Breath alcohol testing devices for personal use

14. WHS Legislative Framework

This policy is also consistent with Australian Work Health and Safety (WHS) obligations under:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011

These laws require all employers to eliminate or minimise risks so far as reasonably practicable, which includes managing impairment risks from drugs and alcohol.

14. Other related documents may be:

- Alcohol and Drugs testing procedure
- Alcohol and Drugs testing consent form
- Fit for work Declaration

15. Policy Review

This policy will be reviewed periodically to ensure it remains compliant with workplace health and safety obligations and industry best practice.