

Staff Drug and Alcohol Policy Framework

1. Purpose

This framework establishes the approach for managing drug and alcohol use in the workplace to ensure the health, safety, and wellbeing of all staff, visitors, and the wider community.

2. Scope

The policy applies to all employees, contractors, volunteers, and any individuals engaged in work-related activities on behalf of the organization.

3. Policy Statement

The organization is committed to providing a workplace that is safe, healthy, and productive. Staff are expected to perform their duties free from the influence of drugs and alcohol.

4. Responsibilities

- **Managers:** Monitor compliance, support education, and handle incidents sensitively and confidentially.
- **Staff:** Adhere to the policy and report any concerns regarding the safety or wellbeing of colleagues.

5. Prohibited Conduct

1. Reporting to work under the influence of alcohol or drugs (other than prescribed medications).
2. Consumption, possession, distribution, or sale of drugs or alcohol in the workplace.
3. Refusal to submit to mandatory testing where applicable.

6. Support and Rehabilitation

The organization encourages staff seeking assistance for drug or alcohol concerns to access confidential support programs, such as Employee Assistance Programs (EAP).

7. Breaches and Disciplinary Action

Any violation of this policy may result in disciplinary action, up to and including termination of employment, consistent with relevant legislation and employment agreements.

8. Review

This framework will be reviewed every two years, or as required by changes to legislation or best practice.

