
DRUG AND ALCOHOL POLICY [Interim]

Statement of Commitment

Australian Registry Investments (ARI) is committed *to the well-being of its employees, and to enabling its employees to perform their work in a manner which is both productive, and does not jeopardize their own safety or the safety of others.*

This policy also seeks to ensure LPI delivers high quality products and services to our customers by ensuring that employees are not impaired whilst performing their duties.

Scope

This policy applies to all ARI people (employees and contractors)

The “workplace” extends to external premises and events such as work-related training, conferences, formal and informal social gatherings.

Policy Objectives

The objectives of the Drug and Alcohol Policy are:

- To eliminate the risks associated with the use of drugs and alcohol, thereby providing a safer work environment;
- To reduce the risks of alcohol and drug impairment in the work place

Related Documents

- [Interim] Behavioural Code
- [Interim] Grievance policy
- [Interim] Anti-Discrimination, Bullying and Harassment policy
- [Interim] Whistle-blowing

Policy

ARI is committed to ensuring that the safety and wellbeing of employees and the quality of ARI work, is not compromised by the presence of people under the influence of alcohol or other drugs in the workplace. ARI does not and will not condone:

- The use, sale or possession of any illegal/prohibited substance or alcohol at the workplace or a work-related event;
- The presence of employees adversely affected by alcohol at the workplace or work-related event; or
- The consumption of alcohol at the workplace or at a work-related event without express management permission.
- Smoking of any tobacco or tobacco related products, including e-cigarettes, within the premises of the workplace

ARI recognises that at times, employees will require the intake of legal other drugs and medication. Employees must declare to their manager the use of any other drug or medication which is legal and may have an impact on their ability to perform their duties in a safe and effective manner

(examples may include a Cold and Flu tablet which may make an employee drowsy and therefore less alert in the workplace).

Compliance

Employees must comply with this policy at all times.

If an employee is found to have breached this policy, they may be subjected to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

ARI acknowledges that alcohol may be consumed at some activities involving employees including ARI initiated activities. When attending a function as a representative of ARI, employees are expected to conduct themselves responsibly within the bounds of ARI policies.

If employees choose to consume alcohol they must do so responsibly and arrange for safe transportation to their place of residence. Alcohol is not to be consumed on company premises unless approved by the Chief Executive Officer or any of his/her direct reports.

Support Services

Employees needing assistance with a drug or alcohol issue should contact the Employee Assistance Program. ARI will, at the request of any employee, provide reasonable assistance including a structured rehabilitation program without any fear of reprisal to the individual

Enquiries

Advice in relation to this Policy and Procedure can be obtained from Human Resources.