



**SERVICE  
FOODS**

BEHIND EVERY  
GREAT CHEF

# Drug, Alcohol and Substance Impairment Policy

---

Service Foods Limited

# **TABLE OF CONTENT**

<b>3</b>	<b>PURPOSE</b>
<b>3</b>	<b>SCOPE</b>
<b>3</b>	<b>DRUGS</b>
<b>3 – 4</b>	<b>EXPECTATIONS</b>
<b>4</b>	<b>RESPONSIBILITIES OF STAFF</b>
<b>5</b>	<b>DRUG AND ALCOHOL TESTING PROCEDURES</b>
<b>5</b>	<b>REFUSAL TO UNDERGO TEST</b>
<b>5 – 6</b>	<b>RESULTS OF POSITIVE TESTS</b>
<b>6</b>	<b>NEGATIVE TEST RESULT</b>
<b>6</b>	<b>PRIVACY, CONSENT AND DISSEMINATION OF INFORMATION</b>

*This document is a general guide and is not a substitute for professional legal advice. The contents of this document are correct at the time of writing. However, there may be subsequent changes made by the Service Foods Health & Safety team at any time with notice.*

## **PURPOSE**

---

The purpose of this policy is to:

- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
- Ensure that the staff at Service Foods Limited (referred as the 'Company') 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.

## **SCOPE**

---

This policy applies at the workplace, to all staff members of Service Foods Ltd. All individuals working at Service Foods 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, drugs, non-prescription drugs, prescribed medications or any other substance.

## **DRUGS**

---

Substances which are illicit or restricted drugs, drugs covered by the Psychoactive Substances Act and some currently legal drugs which have the potential to cause impairment. The term "drug" includes (but is not limited to) cannabis (including medicinal) and hashish, opiates (such as heroin, morphine, desomorphone (krokodil)), cocaine, amphetamine type substances (speed, "P", ecstasy and party pills containing benzylpiperazine), synthetic cannabinoids (e.g. Kronik, K2, spice, synthetic cannabis, AMB Fubinaca), synthetic cathinones (bathsalts, Flakka), kava, LSD, NBOMe(s), fentanyl and derivatives, ketamine, other synthetic opiates and phenylethylamine psychedelic substances. The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives, oxycodone, tramadol, zopiclone), anabolic steroids and other party drugs and herbal highs (regardless of their legal status). Other "New Psychoactive Substances (NPSs)" can be added to the testing suite as they become available and are misused.

## **EXPECTATIONS**

---

Off the job and on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the well-being of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. The Company therefore emphasises that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, whose ability to work may be impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

Employees are required to maintain a blood alcohol concentration not exceeding 0.05% (0.05 grams per 100 millilitres) and a drug-free level at all times while on duty, and must not attend work under the influence of alcohol or drugs.

The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of illicit drugs or alcohol on company property. The Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, 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 or engagement.

The Company reserves the right to undertake random drug and alcohol testing for positions that are directly related to key safety roles. In particular, but not limited to, Processing Environments, Facilities management, truck and hoist driving.

Selection of key role staff will include management or directors of the company who are involved in key roles. Testing will be undertaken by a third party tester to maintain transparency for the Company.

## **RESPONSIBILITIES OF STAFF**

---

– It is the responsibility of all staff to identify concerns about any individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a senior person who will take action such as stopping the staff member who is suspected of breaching this policy from performing his or her work, pending testing and a decision on the result including potential disciplinary action.

– If a staff member or other person arrives at the workplace, (on Company property) and there is reasonable cause to suspect that they are under the influence of alcohol or drugs, they will be stood down from the work environment. If there is any doubt about whether they are, or are not impaired, the Company will err on the side of caution in that stand down.

Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member'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.

– Staff who have been 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 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.

– If a staff member or contractor believes a person 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 others such as their team leader, manager or someone in a role who can take appropriate action.

– In support of any person who may have developed or is developing addiction to a chemical substance, all employees and contractors are required to report any violation of this policy. Any staff member, co-worker, contractor or supervisor not doing so is enabling the dependence. Enabling behaviour leads to on-going health and safety concerns for an affected individual and those around him or her.

# DRUG AND ALCOHOL TESTING PROCEDURES

---

The testing procedures for drugs will be carried out in accordance with the Australian/New Zealand Standard Procedures for the collection, detection and quantitation of drugs of abuse in urine: AS/NZS 4308:2008.

All testing will be performed by the use of a non-intrusive drug test (a urine test at times post incident maybe a blood test if urine is not possible) and an alcohol breath test which may be conducted by a registered medical professional. Service Foods has engaged with The Drug Detection Agency to carry out these tests.

## PRE-EMPLOYMENT

Any person who has applied to be employed or engaged in a key safety role will be tested prior to beginning that role.

## RANDOM TESTING

Selection of key role staff for random testing will be conducted in a clear, transparent manner and in accordance with "good faith". A random number generator will be used for selecting persons to be tested.

## AFTER ACCIDENTS OR INCIDENTS

Any staff employed or engaged in a key safety role who are involved in any accident or incident where serious harm did or may have resulted will, prior to continuing that role, be required to undergo an immediate test.

## WITH REASONABLE CAUSE DURING WORKING HOURS

Where there are reasonable grounds for suspecting that a staff member is impaired while at work, the staff member will be required to undergo a test. Reasonable cause includes but is not limited to:

- Immediately after an accident or near miss
- Or where a drug use has been witnessed].

## REFUSAL TO UNDERGO TEST

---

A staff member who, without reasonable justification, refuses to submit to an alcohol or drug test will be in breach of this policy and will be subject to disciplinary action up to and including termination of employment for serious misconduct.

## RESULTS OF POSITIVE TESTS

---

The results of all positive tests will be sent to a medical practitioner engaged by, and acting for, the Company.

The medical practitioner will inform the staff member of the result of the test and will to review his or her medical history in order to ascertain whether there is a medical explanation for the positive result.

The medical practitioner will then report the positive result to the Company, along with any such medical explanation. However, the medical practitioner will not disclose any aspect of the staff member's medical history that is unrelated to the positive test.

A staff members who returns a positive result may, in the absence of a satisfactory medical explanation for that result, be proceeded against under the disciplinary process.

## **NEGATIVE TEST RESULT**

---

Where an Employee returns a negative test result, the Employer must, as soon as practicable, inform the Employee of such result.

## **PRIVACY, CONSENT AND DISSEMINATION OF INFORMATION**

---

All new hires have a signed contact that states Service Foods has their full consent to test for drugs and alcohol in their system, in regard to Random, reasonable cause and after accidents and incidents; this is in section 29 of the Employment agreement.

For those employees who were employed prior to the update in the Employee Agreement a written consent will be obtained from the staff member prior to the test and will include the release of the results to the Company.

All drug and alcohol test results will be provided and available to the staff member upon completion of the test and the availability of the result.

All information gathered as a result of drug and alcohol testing is collected for the purpose of implementing the Company's policy and achieving its safety objectives.

The Company will hold the test results on the staff member's personnel record with the consent of the employee

Information may be disclosed only with the written consent of the staff member, the exception being disclosure to relevant safety regulators or authorities.