



DRUG and ALCOHOL MANAGEMENT POLICY

Pickwick 1A is committed to maintaining a safe, healthy and productive workplace by preventing incidents caused by alcohol and drugs. Pickwick 1A requires responsible behaviour from all persons in ensuring that people are not adversely affected by alcohol or drugs in the workplace. This is important in creating a safe work environment, maintaining productivity and preserving Pickwick 1A's reputation.

The objective of this policy is to prevent drugs and alcohol contributing to work-related injury and illness.

This policy applies at the workplace, at client premises, at work-related events and during work activities even where they occur outside normal working hours. This policy shall apply to all workers and management of Pickwick 1A, subcontractors, visitors and representatives of the Company.

It is everyone's responsibility to identify concerns to management regarding an individual's ability to perform their duties. All workers have an obligation and responsibility to ensure that they are "fit for duty" and take all reasonable steps to ensure the safety of themselves and other people in the workplace.

Pickwick 1A will take the necessary actions to determine if an individual is under the influence of drugs or alcohol. Pickwick 1A reserves the right to request a worker undergo a drug or alcohol test where there is a concern that the employee is under the influence of drugs and alcohol and not fit for duty or if it is a client requirement to do so. It is expected that workers will comply with both Pickwick 1A and Client requirements for drug and alcohol testing

Where a drug or alcohol test confirms the presence of alcohol or drugs, the worker will be stood down pending an investigation. Pickwick 1A commits to provide dedicated management resources and access to appropriate support services for any affected workers. Pickwick 1A will deal with contraventions of the drug and alcohol policy in a confidential manner, including any management and disciplinary actions.

Notification and Escalation of Concerns

It is important that any workplace or work-related concerns you have are raised so they can be addressed. In the first instance you should speak of write to your direct manager or manager's manager.

For matters of a serious or confidential nature you should email Pickwick 1A at confidential@pickwick1A.com.au and provide a means by which we can contact you. This email is monitored by a senior Pickwick 1A executive who will contact you in absolute confidence. If emailing to this address it is important you stick to facts and events you have personal knowledge or information about including dates and times where known.



Pickwick 1A will deal with all disclosures to this email in accordance with legislative requirements including referring any allegation to the relevant authorities for further investigation. While genuine mistakes or errors can occur, it is important to refrain from making frivolous, false, misleading or unwarranted accusation towards another person as these can have severe implications for all parties involved, including the originator of any such allegation.

Leanne Phillips

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Pickwick 1A Facilities Services Pty Ltd
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