



Drug and Alcohol Policy

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Drug and Alcohol Policy

ADT Contractor Ltd

ADT Contractor Ltd is committed to creating a drug and alcohol free workplace to safely achieve its business objectives.

This commitment:

- promotes employees' wellbeing, health and safety
- creates a work environment where employees feel safe
- recognises the importance of satisfying the client and providing quality service
- improves business performance including management of business risk and associated costs
- supports the requirements to comply with SCIRT's Drug & Alcohol Policy

The Drug & Alcohol Policy will apply to all employees of ADT Contractor Ltd.

ADT Contractor Ltd will support its staff in achieving this goal through the following initiatives:

- **Pre-employment Testing**
New appointments are contingent on applicants returning a negative drug test
- **Post-Accident/ Incident Testing**
Employees may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event. Certain serious incidents will result in mandatory testing
- **Reasonable Cause Testing**
Employees may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely
- **Random Testing**
Employees will be subject to be randomly selected for testing for the presence of drugs and/or alcohol
- **Serious Misconduct**
Employees observed taking, selling, supplying or being in the possession of drugs and/or alcohol at work will be disciplined according to ADT Contractor Ltd's serious misconduct procedures. Employees refusing to consent to undertake drug/alcohol testing will also be disciplined as above

Manager Signature: Date:

DRUG AND ALCOHOL INFORMATION

ADT CONTRACTOR LTD

1. PURPOSE

The purpose of this policy and procedures is to address the possibility of **our workplace** safety and the safety of our **employees/ contractors** being adversely affected by people who have unacceptable levels of drugs and/or alcohol in their system.

Drug and alcohol free workplace

The policy strictly prohibits:

- a. The use, sale, transfer or possession of drugs and/or alcohol while on company property or a company worksite (excluding alcohol at controlled functions with company management approval).
- b. Reporting to work with risk levels of drugs in the system
- c. Having any level of alcohol above 100 micrograms of alcohol per litre of breath. This is equivalent to zero alcohol tolerance
- d. Having a urine level of drug and/ or metabolite that exceeds the confirmatory concentrations of the Australian/New Zealand Standards
- e. Having an unacceptable urine level of a drug of abuse (and/or its metabolite)
- f. Compromising or attempting to compromise the integrity of the urine specimen or the testing process.

2. AIMS

- To create a drug and alcohol free workplace
- To ensure ADT Contractor Ltd complies with its legal obligations
- To ensure ADT Contractor Ltd complies with its contractual agreements with Client
- To recruit only staff who comply with ADT Contractor Ltd.'s policies
- To provide quality service to our Client
- To consider supporting staff with alcohol and/or drug problems through rehabilitation
- To comply with legal obligations under the
 - Health & Safety in Employment Act 1992 and its 2002 amendment
 - Human Rights Act 1993
 - Privacy Act 1993

3. EDUCATION & TRAINING

Education material, which supports the drug and alcohol policy, will be available to staff.

Training workshops for selected managers and supervisors will also be made available where feasible. These workshops focus on:

- a. drugs and alcohol trends and their adverse effects
- b. use/misuse/abuse/ dependency
- c. sign and symptoms to recognise drug and alcohol misuse
- d. reasonable cause for testing
- e. understanding [The Company]'s Drug and Alcohol Policy and the testing options
- f. managing the consent and chain of custody processes
- g. understanding the testing processes
- h. how long substances can be detected after use

4. PRE-EMPLOYMENT TESTING

Appointment of a new employee/ contractor is conditional on the applicant returning a negative drug test.

- a. Applicant is informed that any offer of employment is subject to a drug test.
- b. Where an applicant is to be offered a position s/he will be required to sign an informed consent form (schedule B).
- c. The applicant will be directed to a NZQA qualified specimen collector and "On-Site" screener to collect the urine and conduct an "on-site" screening test.
- d. The applicant must provide verification of ID (eg driver's licence, passport).
- e. Any specimen giving either a "not negative" screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing.
- f. The applicant must not commence employment until a negative drug test has been returned.
- e. Any applicant refusing to take the drug test will not be considered for a position.

5. POST ACCIDENT/ INCIDENT TESTING

An employee/ contractor may be tested for the presence of drugs and/or alcohol where they are involved in any of the following circumstances affecting employees or customers:

- a. An incident involving death or a lost time injury.
- b. An incident requiring treatment by a medical professional.
- c. An incident or near miss that had the potential to cause serious harm or loss.
- d. An incident involving damage to vehicle, property, plant or equipment.

Consent for testing must be given in writing by the donor.

Employer or the employee's supervisor must:

- a. Determine whether there is sufficient cause to test for drugs/ alcohol. ***If the accident/ incident is sufficiently serious, the testing should be automatic for all persons involved. ADT Contractor Ltd will specify which events will result in mandatory testing.***
- b. Assess whether it is practical to require a test
- c. Advise the donor that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed.
- d. Obtain written consent from the donor
- e. At the earliest possible time, arrange for the donor to be accompanied at all times and escorted to the designated NZQA qualified collector and "on-site" screener and trained breath testing provider. The accompanying person will be required to ensure that the donor has independent verification of identity (ID) available for documenting on the chain-of-custody form.
- f. If the alcohol test and the urine "on-site" screening tests are negative, the employment relationship may continue as usual provided it is determined that further testing is not required.

Positive Test Result

If the employee tests positive for the first time, the serious misconduct procedures will apply and the disciplinary process will include dismissal.

Procedure for Emergency Situation

Where it is not practical for a test to be carried out immediately due to the injuries to the employee or where other corrective actions are required (injury, fire, spill etc), the manager or supervisor must:

- a. Attend to the other corrective actions.
- b. Ensure that a [The Company] representative accompanies the donor to the hospital/doctor so that the required tests can be carried out as soon as practicable.
- c. If the injuries preclude immediate tests, ensure the tests are carried out at the first practical opportunity.

Refusal to undergo test

Where a donor refuses to undergo a test, the refusal shall be treated under the serious misconduct procedures and appropriate disciplinary procedures will be applied. This is highly likely to lead to dismissal.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

- a. Refusal to consent to a test.
- b. Failing to advise, in a timely way, of an accident/incident where the nature of the accident/incident is such that it might require alcohol or drug testing.
- c. Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A maximum of three hours is the limit for providing a urine specimen.
- d. Tampering with or attempting to adulterate the specimen or collection procedure.
- e. Leaving the scene of an accident without a valid reason before the test has been conducted.

6. REASONABLE CAUSE TESTING

An employee/ contractor may be tested for drugs/ alcohol where a manager/ supervisor determines that the person's actions, appearance or behaviour suggest that they may be affected by drugs or alcohol. It is recommended (where possible) that the manager/supervisor obtains a second opinion.

If sufficient cause to test for drugs and/or alcohol is determined, the manager/ supervisor must:

- a. Advise the donor that they are required to undergo the test and advise them that they may consult their representative at this time, but the testing cannot be delayed.
- b. Obtain written consent from the donor
- c. Follow the same procedures detailed in Sections 6

Refusal to undergo test
(as per previous info)

7. RANDOM TESTING

Un-announced random testing will be undertaken periodically as a deterrent to drug and alcohol misuse. A randomly selected sample, representing a cross section of the employees/contractors, will be notified that they are to participate in a drug and alcohol test **OR a date and time will be randomly selected and all staff on-site will be notified that they are to participate in a drug and alcohol test.** A minimum of 25% of the total employee/contractor number will be randomly tested over a 12month period. The selection process will be contracted out to an external service provider.

The person delegated the responsibility for managing the random testing process will:

- a. Advise the employee/contractor that s/he has been randomly selected
- b. Obtain written consent to both the drug and alcohol tests
- c. Arrange for the employee/contractor to be accompanied at all times and escorted to the designated NZQA qualified collector and trained breath alcohol testing provider. The accompanying person will be required to ensure that the employee/contractor has independent verification of identity (ID) available for documenting on the chain-of-custody form.
- d. The procedures followed are the same as detailed in Sections 6.2f-6.3d.

Refusal to undergo test
(As per previous info)

8. USE OF PRESCRIBED OR PHARMACEUTICAL MEDICATION

If an employee/ contractor is on a medication which is either prescribed or purchased from a pharmacy, it is their responsibility to seek advice from their doctor or pharmacist on whether any side effects from the medication could cause impairment in their job (e.g. dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination). The employee/ contractor should immediately notify their manager so that [The Company] can take any necessary steps with a view to

providing a safe workplace such as temporarily carrying out alternative duties or taking appropriate leave entitlement. A medical opinion may be sought on the effects of any such prescribed drugs or medication in the workplace and how best to effectively manage those effects.

All advice received on the use of prescribed drugs must be treated by the manager in strictest confidence to protect the privacy of the individual.

9. SERIOUS MISCONDUCT

The serious misconduct company rule will apply where an employee is observed taking, selling, supplying, or being in possession of drugs and/or alcohol at work (other than alcohol at Company controlled functions with management approval). This may result in summary dismissal under the serious misconduct Company rule.

NB: This action does not necessarily require a drug and/or alcohol test regime.

10. PRIVACY

All information gathered as a result of drug and/or alcohol testing is collected for the purpose of implementing [The Company]'s policy and achieving its objectives and will comply with the Privacy Act. The manager will hold the information in a secure filing system. Information may be disclosed only to managers who "need to know." Disclosure of this information to other parties (including future employers) will require the consent of the employee. The information shall be destroyed 3 calendar months after termination of employment with [The Company].

I, the Contractor/Employee have read and understood the Drug & Alcohol policy and what is required of me to follow.

Date:

Contractor/Employer's Name: Signature:

Employer/Representative's signature: