



15th January 2025

Drug and Alcohol Policy

Purpose

Pandanus Workforce is committed to maintaining a **safe, healthy, and productive workplace**. This policy sets out our expectations regarding the use, possession, and influence of drugs and alcohol in the workplace to ensure the safety and wellbeing of all employees, contractors, and clients.

Scope

This policy applies to all Pandanus Workforce employees, subcontractors, and visitors at any worksite, office, or company event. It complements the Health and Safety and Fitness for Work provisions contained within the *Pandanus Workforce Employee Handbook*.

Policy Statement

Pandanus Workforce has a **zero-tolerance approach** to illicit drugs and alcohol in the workplace. Employees must not attend work, operate vehicles, machinery, or perform any duties while under the influence of drugs or alcohol.

- The **blood alcohol limit is 0.00%** while at work or operating vehicles, heavy equipment, or performing high-risk duties.
- The possession, consumption, or distribution of **illicit substances** on any worksite or in company vehicles is strictly prohibited.
- Alcohol may be consumed at certain approved company or client events only with prior management consent, and employees are expected to **drink responsibly and behave appropriately** at all times.

Prescription and Over-the-Counter Medication

Employees taking prescribed or over-the-counter medications that could impair performance, or judgment must **inform management immediately**.

A medical clearance confirming fitness for work may be required before returning to duty

Drug and Alcohol Testing

To maintain safety and compliance, Pandanus Workforce may conduct:

- Pre-employment testing for all new workers.
- Random testing across worksites and offices.
- For-cause testing where there is reasonable suspicion of impairment.
- Post-incident testing following accidents or safety breaches.

Employees who:

- Return a **positive result**,
- **Refuse testing**, or
- **Are found in possession of illegal substances**,

will be subject to disciplinary action up to and including termination of employment

Support for Employees

Pandanus Workforce recognises that alcohol and drug dependency are treatable health conditions and encourages affected employees to seek confidential support through appropriate medical or counselling services. Employees may access assistance programs or request temporary modified duties where applicable.

Disciplinary Action

Non-compliance with this policy may result in disciplinary action up to and including termination of employment. All breaches will be managed under the company's Disciplinary Procedures and in accordance with relevant workplace laws.

Education and Awareness

The company provides regular education, and toolbox talks on the risks of drug and alcohol use, and the importance of maintaining a fit-for-work culture. New employees are made aware of this policy during induction via WorkPro and the Pandanus Workforce Employee Handbook.

Review and Continuous Improvement

This policy will be reviewed annually or following any incident, regulatory change, or client requirement to ensure it remains effective and compliant.

Endorsement

Pandanus Workforce is dedicated to ensuring that all workers return home safely every day. A clear and consistent approach to managing drug and alcohol risks supports our commitment to safety, professionalism, and wellbeing across all workplaces.



Peter Babui-Remfrey
Managing Director, Pandanus Workforce