

DRUGS AND ALCOHOL POLICY

Team Transport and Logistics has obligations under Occupational Health and Safety legislation to, as far as is reasonably practicable, ensure the safety and health of all people associated with its operations and those of its clients. The Company will take all necessary steps to ensure that it meets its obligations to employees and clients and conduct its operations in a safe and responsible manner. Team Transport and Logistics does not condone the use of alcohol or drugs at work under any circumstances.

A key aspect of meeting those obligations is the implementation of a sound and practical Drug and Alcohol policy

It is recognised that the inappropriate use of drugs (either illicit or prescribed medication) and alcohol by a worker can impair in an individual's work performance. This can be a contributing factor in industrial accidents, driving accidents and road fatalities.

This Drug and Alcohol Policy combines a range of strategies including education, alcohol and drug testing and, where necessary, the taking of disciplinary action for breach of this policy.

THE AIM OF THIS POLICY IS TO:

- Eliminate hazards associated with workers affected by drugs or alcohol while working for Team Transport and Logistics;
- Ensure that Team Transport and Logistics meets its obligation to provide a safe working environment for its employees, contractors and the community;
- Provide practical information to employees/contractors so that they can address and be aware of problems associated with the inappropriate use of drugs and alcohol;
- Prevent the employment and engagement of individuals whose use of drugs or alcohol indicates a potential for impaired or unsafe performance of duties; and
- Embrace a commitment between employer, and worker to implement and enact this drug and alcohol policy with the intent to improve worker and community safety.

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SCOPE

This policy applies to all permanent, temporary, and casual employees, sub-contractors and contractors whether employed directly or through other related or unrelated entities including employment and/or labour hire agencies.

Nothing in this policy shall be construed to limit the responsibility of Team Transport and Logistics to maintain a safe and secure workplace for its employees, contractors and visitors. Team Transport and Logistics shall not be prohibited from taking appropriate disciplinary actions for misconduct or poor performance associated with the use of alcohol or drugs.

DRUGS AND ALCOHOL PROHIBITION

The manufacture, possession, use, distribution, sale, purchase, transfer of, or being under the influence of alcohol or other non-prescribed drugs is prohibited while on the Company premises, operating machinery (include driving a Team Transport and Logistics vehicle and/or forklift) or whilst performing duties on behalf of Team Transport and Logistics;

- This prohibition extends to legal and prescription drugs in the case where the taking of such drugs may cause impaired or unsafe performance of duties;
- It is the responsibility of the individual to identify if a drug may be legally or safely taken in conjunction with their job responsibilities. If in any doubt the employee or contractor is encouraged to seek supervisor and medical advice. Workers are obligated to notify Team Transport & Logistics if prescription medication may affect or impair their performance of duties;
- Ignorance of the legal and safety issues related to the taking of drugs and/or medication will not be accepted;
- Under certain circumstance executive officers of Team Transport and Logistics may authorise the limited consumption of alcohol at the company's premises in conjunction with social activities. Participation in such activities shall not be considered in breach of this policy. On such occasions it is the responsibility of the employee to ensure that they behave in a manner that is legally and socially acceptable. It is the employee's sole responsibility to ensure that, if they do consume alcohol at a Team Transport and Logistics authorised function, that they do not drive any vehicle if it is perceived that they could be under the influence and hence unfit to drive. Workers who perform duties including driving and/or operating machinery, shall not drive or operate machinery belonging to Team Transport and Logistics including their vehicles or equipment after the consumption of alcohol at such a social function.

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Team Transport and Logistics does not condone the consumption of alcohol at social or work functions followed by the driving of any vehicle.

The Company reserves the right to test any worker at any time by any recognised method, for the presence of alcohol or drugs.

The Company reserves the right to randomly test workers for alcohol by use of a breathalyser or any other instrument that they feel appropriate including an authorised medical professional. Breathalyser devices used for testing will have a current calibration certificate. All tests will be carried out by workers authorised to do so.

The Company reserves the right to randomly test workers for drug consumption by use of an oral test kit or any other instrument that they feel appropriate including an authorized medical professional. All tests will be carried out by workers authorised to do so. Should a positive or inconclusive result be detected, further confirmatory testing will be required by a medical professional by the appointment of Team Transport and Logistics. This test will be funded by Team Transport and Logistics.

Each random test will be recorded on the appropriate form listing - (Form Number 41 – Company Alcohol and Drug Testing). This form will then be attached to the employee’s record.

The Company at its discretion can test workers (drivers, staff, subcontractors, contractors, site visitors) on the following grounds:

- Targeting testing if there is reasonable suspicion that an individual may be affected by drugs or alcohol
- Causal testing in the event of an incident, near miss or other trigger
- Mandatory testing can be conducted on new employees, drivers and engaged contractors
- Blanket testing may be undertaken at random intervals for company sites
- In compliance with Work Health and Safety and fitness to work guidelines

Refusal to consent to a drug and alcohol test will be treated as a positive result and may result in disciplinary action including immediate dismissal.

Any worker that returns a positive reading will be stood down immediately without pay. Where a positive result is detected, disciplinary action may be taken including immediate dismissal. At the discretion of Team Transport & Logistics manager, the worker may be reinstated pending a test result that demonstrates a clear sample. In cases of reinstatement the worker will be referred to the company Employee Assistance Program and will be

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subject to random routine testing for a period prescribed by Team Transport & Logistics Management. Failure to comply with or return clear samples during follow up, routine testing may result in further disciplinary action including immediate dismissal.

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