



HRPOL001 – DRUG AND ALCOHOL POLICY

INTRODUCTION

YBE (2) PTY LTD (YBE) prohibits all employees and contractors from working or conducting YBE business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy.

STATEMENT OF AUTHORITY

The provisions in this Drug & Alcohol policy have due reference to the authority of the Workplace Health and Safety Act 2011.

INTENT

YBE is committed:

- to providing a safe and healthy work environment, so far as is reasonably practicable in which all workers are treated fairly, with dignity and respect. The use of drugs and alcohol may impact on an individual's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.
- Contributing positively to the health and wellbeing of employees;
- Providing a work environment that is free from the negative impact of drugs and alcohol;
- Improving the health and safety of employees, contractors and the general public, with whom we interact extensively every day;
- Maintaining the privacy of employees and their rights.

YBE's interests regarding this policy and its application are restricted to:

- The workplace health and safety, behaviour and performance of YBE employees;
- The workplace health and safety and performance of other employees;
- The health and safety of the general public; and
- The public perception of YBE and the conduct of YBE business.

TOLERANCE LEVELS:

Alcohol: A confirmed breath alcohol concentration reading greater than 00 micrograms (0.000) of alcohol per litre of breath constitutes a positive test.

Drugs: A confirmed drug test reporting levels of drug or metabolites that exceed designated cut-off levels constitute a positive test. Cut-off levels will conform to the relevant Australian Standard/New Zealand Standard, where such a

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standard has been issued in relation to the drug concerned. (For more detailed information on this refer to YBE's Drug & Alcohol Procedure).

The following table contains a list of Immunoassay initial test cut-off levels

Class of Drug	Cut-off Level (ug/L) CG/MS Test (Confirmatory)
Amphetamine (AMP)	300
Methamphetamine (MET)	300
Benzodiazepines (BZO)	200
Cocaine (COC)	300
Opiates (OPI)	300
Tetrahydrocannabinol (THC)	50

The following table contains a list of drugs/metabolites and their respective cut-off concentrations for the purpose of GC/MS confirmation

Class of Drug	Compound	Cut-off Level (ug/L)
Opiates	Codeine	300
	Morphine	300
	6-Acetylmorphine	10
Amphetamine type substances	Amphetamine	150
	Methylamphetamine	150
	Methylenedioxymethamphetamine	150
	Methylenedioxyamphetamine	150
	Benzylpiperazine	500
	Phentermine	500
	Ephedrine	500
	Pseudoephedrine	500
Cannabis metabolites	11-nor-delta-9-Tetrahydrocannabinol -9-	15
Cocaine	Benzoyllecgonine	150
	Ecgonine methyl ester	150
Benzodiazepines	Oxazepam	200
	Temazepam	200
	Diazepam	200
	Nordiazepam	200
	Hydroxy-Alprazolam	100
	7-amino-clonazepam	100
	7-amino-flunitrazepam	100
	7-amino-nitrazepam	100



POLICY

Employees/contractors are prohibited from:

- a) Working or conducting YBE business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- b) Using, possessing, distributing or consuming drugs or alcohol on YBE property during work time;
- c) Using, possessing, distributing or consuming drugs at YBE Accommodations and vehicles.
- d) Driving a YBE vehicle with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- e) Using or consuming drugs or alcohol when off-duty if it would result in the employee/contractor reporting to work or performing duties with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- f) Using or consuming drugs or alcohol at social events and work-related functions held during business hours/hours of work, where the employee/contractor attending is representing YBE.

YBE recognises that the inappropriate use and misuse of drugs and alcohol by employees and other persons on a worksite can seriously affect and compromise both their short- and long-term health and safety, the immediate health and safety of other employees, contractors and members of the general public.

BREACH OF THIS POLICY

- a. Workers must always comply with this policy.
- b. If an employee is found to have breached this policy, they may be subjected to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.
- c. Disciplinary action that will be followed (but are not limited to):
 - Being listed on YBE Breakfast club for failing alcohol breath test, which will result in being tested every morning for a week.
 - Final Written Warning
 - Termination of employment
- d. Agents or contractors (including temporary contractors) of YBE who are found to have breached this Policy may have their contracts with YBE terminated, or not renewed.
- e. Where a non-negative result is returned, the worker will be stood down without pay pending results of laboratory testing.

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- f. If the laboratory returns a negative result the employee will be re-instated with reimbursement of unpaid ordinary hours while stood down.
- g. Where a worker has breached the policy and returned a non-negative laboratory test then the above disciplinary action will follow. The worker will in the first two instances need to return a negative result before reinstatement of normal duties and will be frequently tested for drug and alcohol randomly irrespective of the randomiser results.
- h. A non-negative result consistent with drugs disclosed will result in the worker continuing to perform normal duties pending lab test confirmation (lab results must be consistent with disclosed drugs otherwise immediate dismissal will result).
- i. All associated costs (including legal and laboratory costs) will be at the workers expense outside of disclosed drugs results
- j. In circumstances where a worker's behaviour or conduct may involve a breach of any Australian law, YBE may notify the police or other relevant government authority.

RELEVANT DEFINITIONS

WHS – Workplace Health & Safety

YBE - YBE (2) Pty Ltd.

Workplace – a place where work is carried out for YBE and includes any place where a worker goes, or is likely to be, while at work. With a 'place' including a vehicle, vessel, aircraft or other mobile structure.

Alcohol – any alcoholic beverage, including but not limited to liqueurs, spirits, wine or beer.

Business Hours and Hours of Work – refer to an employee or contractor's ordinary hours of work (for YBE) and includes time worked on overtime and attending to call-outs or other matters requiring attendance at YBE workplaces outside of an employee or contractor's ordinary working hours.

Drugs – any mind altering or legally controlled substance unless it is prescribed by a doctor and used in accordance with medical directions. This includes any drugs listed in legislation and any drugs listed in the Australian Standard AS/NZS 4308:2008 which prescribes the procedures for the collection and quantitation of drugs of abuse in urine and listed in the Australian Standard AS/NZS 4760:2006 which prescribes the procedures for the collection and quantitation of drugs of abuse in oral fluids. YBE may also include drugs other than those listed in Australian Standards 4308:2008 and 4760:2006 such as those drugs referred to as "designer drugs" including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of drugs



Breakfast Club – The club that includes the employees who have been tested positive for alcohol content in their system, will be tested every day for a week with an obligation to abide by Zero percent quantity in their systems. The members of the Breakfast Club will be randomly tested thereafter irrespective of the randomiser.

Employees/Contractors include:

- Employees of YBE including apprentices and trainees,
- Contractors and subcontractors and their employees when engaged in the provision of services to YBE,
- Employees of a labour hire company who have been assigned by the labour hire company to perform work for YBE,
- Persons providing services to YBE on a voluntary basis,
- Students and other persons attending YBE workplaces on a work experience or student placement basis.

SUPPORTING DOCUMENTATION

- HRPOL002- Disciplinary Policy
- HRPOL002- Disciplinary Procedure
- HRPOL001 - Drugs and Alcohol Procedure
- Workplace Health & Safety Act 2011
- Workplace Health & Safety Regulations
- Australian Standard AS/NZS 4760:2006
- Australian Standard AS/NZS 4308:2008

OTHER DOCUMENTATION

- HRPOL001A- Medical Declaration Form

RESPONSIBILITIES

Each employee and contractor are responsible for ensuring their own compliance with the Policy.

Each employee and contractor are responsible for ensuring their own safety and the safety of others and if an employee or contractor feels unsafe working with another person because they suspect that person is affected by drugs or alcohol, the employee or contractor must refer the matter to a Supervisor or Manager.

Supervisors and Managers are responsible for:

- Monitoring their staff, and investigating situations which may be in breach of this Policy; and

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- Taking appropriate steps to deal with the Employee/Contractor if the Supervisor/Manager:
 - a) Observes an Employee/Contractor using drugs or alcohol or finds evidence of usage; or
 - b) Detects the odour of alcohol on an Employee/Contractor; or
 - c) Suspects an Employee/Contractor is working with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy (for example though abnormal or erratic behaviour); or
 - d) Learns from a reliable or credible source that the Employee/Contractor has consumed drugs or alcohol in breach of this policy.

The Management, Leadership and Administration is responsible for ensuring this policy is understood and adhered to by all.

Document History and Version Control

Version	Date Approved	Created By	Signature	Approved by	Signature	Next Review
1	05/04/2019	HR Officer- Malika Chanday		CFO- Lucinda Botha		19/03/2022