



The Company ( Giovenco Industries (Aust) Pty Ltd & Global Insulation Contractors NSW Pty Ltd being hereinafter referred to as “ Company “ ) recognizes the value of its employees and is committed to promoting and maintaining the health and well being of its workforce.

Alcohol and other illegal drugs can influence an employee’s ability to maintain safe work practices and can endanger themselves and others. As such all employees, contractors and sub contractors have a responsibility to present for work and remain not influenced by alcohol or other illegal drugs.

This Policy is implemented to investigate

- Possible individual employee impairment
- Accidents in the workplace
- Maintenance of safety for employees and the public or security of property or information.
- Maintenance of productivity and quality of products and services

## ***Drug & Alcohol Testing***

The company further expresses its intent through this policy to comply with the federal, state, territory and client’s statutory requirements for random drug and alcohol testing in the workplace.

The company will follow its own in house D & A testing procedure however, the disciplinary actions applicable for breaches shall be as a minimum to that of the company’s or client / site owners policy on the applicable sites. In work places that do not have a client or site owner procedure the Company “In House” procedure shall be used in relation to disciplinary actions.

## ***Illegal Drugs, Drug Administering Equipment and Alcohol***

The use, sale, purchase, transfer, manufacture or possession, in any detectable manner, of any illegal drug, alcohol or drug administering equipment by any employee, including contractual, casual and part time employees, while on company premises or while performing company business, is prohibited .

## ***Inspection & Searches***

The company may conduct unannounced general inspections and searches for illegal drugs or alcohol on company premises and worksites, or in company vehicles or equipment, wherever located.

All illegal drugs or alcohol will be subject to seizure during any inspection or search and the company may call for police intervention in the case of possession of illegal drugs.

The company at its sole discretion may also carry out random Drug and Alcohol testing in order to maintain compliance to the policy.



## ***Inspection & Searches (Continued)***

Employees have the responsibility to:

- Ensure they are not, by the consumption of alcohol or other drugs, in such a state as to endanger their own safety or the safety of any other person at work.
- Present for work and remain not influenced by alcohol or illegal drugs in any detectable test. Employees must not refuse to a Drug & Alcohol test. This includes employees engaged in after hours work or on standby, together with casual or contract employees.
- Notify their manager/supervisor if their work performance is likely to be influenced or if there is any risk to the safety of self or other employees.
- To advise the company if they are on prescription drugs which can affect their performance and that have been prescribed by their doctor. They are to obtain an opinion from the doctor and inform the company of any impact that the drug may have on their work activities.

## ***Disciplinary Action***

The requirements for the control of alcohol and other drugs in the workplace form part of the company's safety, health and environmental policy and, as such, any breach of this policy will lead to normal disciplinary action being taken which may include instant dismissal as defined under breach of Drug & Alcohol use in the company D&A testing procedures.

## ***General***

- Privacy & Confidentiality shall be observed at all times.
- No Employee will be discriminated against or disadvantaged by his / her actions.
- Relevant education and awareness will be provided to management and employees to assist them to fulfil their roles and responsibilities.
- A regular review and evaluation of this policy will occur.

## ***Savings Clause***

If any part of this policy is held invalid by a competent authority, or by changes in the statutory requirements of the appropriate state, territory or federal legislation, regulations or rules, then such parts shall be deemed invalid and the remainder of the policy shall continue in full force and effect. Additionally, in circumstances of a particular work place displaying high incidents of breach of the limits the Company reserves the right to change the amount of testing, limits and disciplinary actions regardless of client or site owner's policies.

Paul Giovenco

**Group Managing Director**

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