

## Drug & Alcohol Policy Statement

Real Time Risk Safety Consulting & Services Australia (RTR SCSA) is committed to providing, a safe work environment. This policy applies to all personnel including employees, contractors, customers, visitors or any other persons entering an RTR workplace or conducting business for or on behalf of RTR.

RTR recognises that alcohol, illicit, prescription and other drugs, and controlled substances can cause impairment and affect an individual's performance, safety and productivity. RTR is committed to a workplace that is free from impairment induced by any substance, which includes but is not limited to drugs and alcohol. RTR has a zero tolerance approach to such substances in the workplace.

To achieve this, RTR commits to:

- Comply with all applicable statutory legislation, regulations, standards and any other requirements to which the Company subscribes.
- Prohibiting the consumption, soliciting or possession of illicit substances, and the consumption or soliciting of alcohol in the workplace and any other declared alcohol-free location.
- Ensuring compliance with this policy which may include but is not limited to drug and alcohol testing during pre-employment, periodical medical assessments, post-incident testing, for cause, random or blanket testing.
- Ensuring that all prescription medication that may impact on an individual's ability to perform required duties must be declared to the relevant Supervisor.
- The responsible consumption of alcohol by any individual acting in the capacity as an RTR representative or employee on Company business or at any work-related event, which includes but is not limited to travel, corporate or client functions.
- Preventative and counselling programs shall be made available to employees as required and any employee undertaking such programs shall remain free from discrimination.
- RTR reserves the right to initiate disciplinary action as necessary for any violation of this policy.

### Responsibilities

Each management representative, and or consultant is accountable for implementing this policy in his or her area of responsibility. This will be measured via their annual performance reviews. Management is responsible for providing;

- a safe workplace environment, free of risks to health
- a fitness for work program
- information, instruction, training and supervision for all employees showing factors in the workplace that may contribute to harmful drug and alcohol use
- the consequences for employees who fail to comply with company alcohol and other drugs policy
- the WHS Drug & Alcohol program is complied with, in the area under their control
- commitment to the policy and for creating workplace
- training awareness about the harmful effects of alcohol and other drugs
- processes for regular review of risk control measures related to this policy
- avenues for counselling and support services

**Employees are to;**

- Follow all company and client health and safety policies and procedures
- Present to work in full fitness and health
- Adhere to company drug and alcohol policy and related WHS legislative requirements

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