

Alcohol and Other Drugs Policy

1. Scope:

- 1.1. CVGT Australia (herein referred to as CVGT) has a duty of care to provide a safe and healthy working environment. Therefore, it is committed to preventing health and safety incidents arising from the misuse of alcohol and other drugs.
- 1.2. This policy prescribes the company's intention to ensure a safe work place and safe work practices by ensuring that all employees are in a fit condition to perform their work without compromising their own safety, the safety of fellow employees or members of the public.
- 1.3. This policy was developed in consultation with all workers.
- 1.4. The policy applies to workers, contractors, those providing services to or for CVGT Australia and visitors to CVGT worksites.

2. Definitions.

- 2.1. **Fit Condition.** A personal state where the worker is able to exercise the physical and intellectual abilities at the required level of concentration, precision and skill. A worker may not be fit due to the effects of prescribed/non-prescribed medication or drugs including alcohol.
- 2.2. **Alcoholism.** The habitual and uncontrollable drinking of intoxicating liquor whereby the worker's ability to perform their duties is impaired, attendance at work is interfered with, or they endanger the safety of others.
- 2.3. **Drug dependency.** The habitual taking of drugs, other than in accordance with medical direction, whereby the employee's ability to perform their duties is impaired or attendance at work is interfered with or they endanger the safety of others.
- 2.4. **Non –prescription drug/medication.** A drug or medication that is legally available for purchase over the counter without a doctor's prescription.

3. Fit For Work

- 3.1. All workers are required to perform their work activities in a fit for work condition.
- 3.2. With the exception of the conditions under section 3.4 of this policy, workers must not consume or be affected by alcohol or drugs when performing their work activities or present for work impaired by alcohol or drugs.
- 3.3. Work activities include work performed on CVGT premises, or at any other site at which employees are representing CVGT's interests or conducting CVGT business, traveling between work sites, attending CVGT related training or educational courses or company functions.
- 3.4. This Policy will not prevent the worker from consuming alcohol at a social or client function approved by CVGT provided that:
 - workers do not drink excessively at the function; and
 - workers do not, after the function, drive or operate machinery or do anything else in a manner which may pose a risk to the safety of the employee or others.
- 3.5. No Individual will be allowed to enter or remain on a site or perform work when CVGT forms the view that a person's behaviour may create a risk to safety.

For the purposes of clarity, this clause does not override the requirements of Clause 5.1 or 5.2

4. Zero Tolerance

- 4.1. CVGT prohibits the possession, use or sale of alcohol and illegal drugs on company premises or work sites, or in other locations whilst representing the company or carrying out company business, unless otherwise allowed by this policy or specifically approved by the Company Board of Directors for company authorised functions.
- 4.2. Any CVGT worker found to be bringing/consuming alcohol and illegal drugs onto the premises or work sites is in breach of this Policy and may be subject to disciplinary action including suspension or the termination of employment.
- 4.3. Workers and contractors whilst on CVGT worksites are required to comply with all CVGT policies, procedures and instructions relating to health and safety which includes this policy.

5. Vehicles

- 5.1. Workers driving a CVGT vehicle for work purposes must at all times maintain a "zero blood alcohol" level.
- 5.2. If approved to drive a CVGT vehicle for private use (e.g. using a CVGT vehicle on the weekend or after hours to and from work) drivers must maintain a blood alcohol level in line with the relevant State's legislation
- 5.3. Drivers must also ensure that they do not operate a CVGT vehicle under the influence of drugs or drive while impaired by prescription/non-prescription medication.

6. Prescription Drugs or other legal medication.

- 6.1. Where an individual requires prescription or other legal medication for health purposes, they must obtain advice from a medical practitioner or pharmacist to establish whether such medication will impair their fitness for work.
- 6.2. Where medication creates a risk of a breach of this policy, Individuals should discuss their issue with their manager or HR representative before commencing work so that appropriate steps can be taken to ensure there is no safety risk.
- 6.3. Where any impairment is likely, management will consider whether it is appropriate to find alternate duties or limit certain actions such as operating machinery, driving forklifts and using electric tools.
- 6.4. Where CVGT has a reasonable suspicion that a worker is unfit for work for any reason, it may, at its discretion:
 - A. direct the worker to take a taxi home or to a suitable alternative location; and/or
 - B. require the worker to be examined by a medical practitioner of its choice for the purpose of determining whether or not the worker is capable of safely performing the duties of his or her position or whether the worker has breached any terms of this policy.
- 6.5. Where section 6.1 applies, the worker must consent to the relevant medical practitioner providing CVGT with a copy of any relevant medical report or to disclosing his or her opinion regarding the worker's fitness for work.

7. Assistance with Drug or Alcohol Dependency

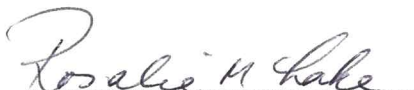
- 7.1. CVGT recognizes that drug and/or alcohol dependency is a treatable condition. It will, therefore, encourage any workers dealing with such problems to seek assistance through appropriate treatment programs, and/or through CVGT's Employee Assistance Program (EAP).

8. Compliance

- 8.1. Violation of this policy by a worker may result in counselling and disciplinary action, up to and including termination of employment. Any other person violating this policy may be removed from Company premises, and in the case of a Contractor, their contract may be terminated. Further, local law enforcement agencies may be advised of suspected violations of the law.

9. Review

- 9.1. This policy seeks to comply with relevant State and Federal Government legislation regarding alcohol and other drugs in the workplace. It is reviewed annually in the light of legislative, corporate and industry best practice developments and is authorized by the Board of Directors and the Chief Executive Officer and displayed on the CVGT Intranet.


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Chairman

20/8/2015
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Date


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Chief Executive Officer

6.10.2015
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Date