



Drug and Alcohol Policy

TIMG is committed to providing employees and others with a healthy and safe environment in which to work. Risks to health and safety in the workplace (e.g. from the use of forklifts and other machinery, and manual handling of heavy items) are aggravated if people in the workplace are affected by drugs or alcohol, and productivity and accuracy of work can also be detrimentally affected. The objective of this Drug and Alcohol Policy is to prevent drug and alcohol-related incidents and to foster safe behaviours at work. This Policy applies to all employees, contractors and visitors of TIMG.

Employees have a duty to take reasonable care of their own health and safety, as well as the health and safety of other people in the workplace, and to comply with all Company Policies, Work Instructions and other directions relating to health and safety.

TIMG employees, contractors and visitors will not use, consume, distribute or sell illicit drugs, or consume or sell alcohol, or misuse prescribed medication during worktime; including meal breaks. If an employee will be using prescribed or over-the-counter medication, it is their responsibility to consult with their medical practitioner or pharmacist regarding their work duties and possible side effects, and inform their supervisor/manager if this may impair their behaviour or performance at work, before they next commence work.

TIMG has zero tolerance for employees being affected by illicit drugs or alcohol while working. If any illicit drug, or any alcohol is detected, disciplinary action will result, up to and including summary dismissal. The same standard applies for employees who are not working a scheduled shift, but are on call, for the entire time that the employee is on call.

TIMG undertakes the following programs, for all employees:

- Drug and Alcohol Education
- Drug and Alcohol Testing, carried out by an independent collecting agency.



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All drug and alcohol test results are confidential. All records relevant to drug and alcohol testing are kept securely by the People and Culture Department for a minimum of seven years.

TIMG encourages employees with a dependency problem or concerns about their drug or alcohol use, to seek professional help immediately. TIMG provides employees and their immediate family members access to an Employee Assistance Program [EAP], to support employees' wellbeing.

Regarding the use of alcohol by employees at social events, while entertaining clients or at networking events; see the *Workplace Functions Policy*.

Related Work Instructions:

TIMG WI17 Implement Drug and Alcohol Policy

TIMG WI18 Determine Reasonable Cause

A handwritten signature in black ink, appearing to read 'Chris Cotterrell'.

Chris Cotterrell

General Manager

5 February 2019 for Implementation on 1 March 2019

Version 1.1