



## **Alcohol, Drugs and Smoking Policy**

Adaps Managers have the responsibility for the implementation of this policy. Employees who breach this policy will be subject to disciplinary action, which may result in dismissal.

### **ALCOHOL**

Alcohol is not permitted to be drunk during work hours. All staff (including contractors) must have a 0.00 blood alcohol reading while working. This includes work on a client site.

Any staff member arriving to commence duties under the influence of alcohol will be sent home.

Alcohol shall only be drunk at designated times by approval of the Managing Director and only when the staff member is not returning to work. Where alcohol is provided, it is not compulsory to consume it. To do so, is at your own risk. It is advised to drink in moderation and to ensure that you make appropriate arrangements for transportation afterwards.

Employees must be aware that during these events:

- You may be refused service of alcohol if you appear intoxicated
- You may be asked to leave if your behaviour is inappropriate
- You may be directed to take a taxi instead of your own transportation

### **DRUGS**

Any staff member under the influence of a prescribed drug or medication, which may hinder their performance and as a result affect the safety of the staff member or other staff members should report this to their manager prior to commencing work.

Consumption of, being in possession of or being under the influence of non-prescribed drugs on the company premises or client site is strictly forbidden.

Any staff member or contractor arriving to commence duties under the influence of drugs will be sent home.

### **SMOKING**

Smoking is prohibited in all buildings. Smoking is prohibited within twenty metres of fire hazards and dangerous goods storage areas.

Smoking in open areas is only permitted during authorized work breaks.

While on a client site, the client's smoking policy shall be adhered to.

Paul Halstead  
Managing Director  
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