



## P06 – ALCOHOL AND DRUG FREE WORKPLACE POLICY

### Purpose

Hobart Food Equipment has implemented an alcohol and drug free workplace policy to ensure that Hobart Food Equipment meets its legal requirements in providing a safe and healthy work environment for everyone.

This policy encourages **workers** to be aware of the impact, dangers, and risks of their actions in relation to alcohol, illegal narcotics, mind-altering drugs, and controlled substances.

### Workers Responsibility

It is the **worker's** responsibility to present for work in a fit state and remain in such a condition for the duration of their workday, including when using vehicles.

The **worker/contractor** is responsible for any civil crime or penalty which results from being under the influence of drugs or alcohol. It is the **worker's** and contractor's responsibility to advise Hobart Food Equipment if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

### Reasonable Suspicion

**Workers** who have reasonable suspicion that a fellow **worker** is under the influence of alcohol or drugs must notify management. Reasonable suspicion may be based on, but is not limited to, indications such as:

- Breath smelling of alcohol
- Slurred or incoherent speech
- The **worker** being unsteady on their feet
- Watery and/or bloodshot eyes
- Aggressive, argumentative, or inappropriately jovial behaviour
- The **worker** has trouble with simple instructions



### Drug and Alcohol Testing

Hobart Food Equipment is aware that some safety procedures may require drug and alcohol testing as a standard procedure, and will endeavour to advise **workers** when this is required. All random drug and alcohol testing (on and off-site) must be complied with.

Testing for alcohol and other drugs may be required for **workers** involved in any serious incident.

### Disciplinary Procedures

Any breach of this policy will be deemed a serious misconduct. Should the result of an investigation by Hobart Food Equipment conclude that the **worker** is under the influence of alcohol or prohibited drugs during work hours, the following procedure will be applied:

- The **worker** shall be suspended from work without pay for an appropriate amount of time, and sent home immediately via a safe mode of transport (either by taxi or other means) that ensure the safety of the **worker**
- The **worker** shall be counselled by Hobart Food Equipment before commencing work the following day
- The **worker** may be escalated immediately to the second (final) written warning of the disciplinary policy, outlining that continued drug/alcohol use will result in the termination of employment
- While the **worker** refrains from being under the influence of drugs and alcohol during work hours, no further action will be taken

A handwritten signature in black ink, appearing to read "D. Glasow". The signature is written in a cursive, slightly slanted style.

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Daniel Glasow, GM Australia & New Zealand

Hobart Food Equipment

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