

Bell People Alcohol & Other Drug Policy

Bell People is committed to providing a safe workplace and ensuring the health and safety of all workers by preventing and reducing the harm associated with workers being impaired by alcohol or drugs at work. Bell People is also committed to the establishment of programs and attitudes that contribute to a safe working culture. We endeavour to maintain a positive professional profile with customers, suppliers and other members of the public.

We recognise that involvement with alcohol and drugs can have serious repercussions for workers and their performance in the workplace. Incidents involving inappropriate drug and alcohol use can also impact on an individual's friends and family as well as the company's reputation.

Scope

This policy applies to all workers including operational and on-hire workers. The Policy applies to all workers whilst at any workplace of Bell People and any other place where the worker performs work for the business.

Bell People Responsibilities

It is Bell People's responsibility to consult with the host organisation (where applicable) and:

- direct any worker reasonably suspected of being under the influence of drugs or alcohol away from the work area;
- arrange for a safe option of transport home for any worker under the influence of drugs or alcohol;
- request workers to see a medical practitioner if it is reasonably suspected that they are under the influence of drugs or alcohol;
- provide information regarding internal and external support systems available to the worker.

Workers Responsibilities

It is the worker's responsibility to:

- understand and comply with this policy;
- attend work free from the impairment of alcohol and other drugs;
- consult with management if they believe they are impaired by alcohol or drugs whilst at work.

Bell People encourages all its workers to discuss any prescription drugs they are taking with their doctor to determine whether use of the drug will impair their ability to operate tools, machinery or equipment or carry out work tasks. Bell People also encourages workers consult with their manager at an early stage, to ensure that they are capable of performing their work tasks whilst taking the prescribed drugs.

Managers are expected to monitor their own reports, and to investigate situations that may breach this Policy. Appropriate steps should be taken to deal with the worker if the manager suspects that an worker's behaviour, actions or conduct suggest that they have breached this policy.

Worker Assistance

If an worker thinks he/she has an alcohol or drug problem that is affecting their ability to perform the inherent requirements of their role, Bell People encourages workers to ask for help from a Bell People manager and a manager of the host organisation (where applicable) at an early stage (that is, before the problem is the subject of disciplinary action), without fear of punishment. Such discussions will be kept confidential.

Alcohol & Drug Testing



During employment or engagement, Bell People may require a worker to undergo a drug and alcohol test to monitor compliance with this Policy.

Host Company Policies

Where a person is working for clients of Bell People (“Host organisation”), they must comply with the Host organisation’s policies relating to drugs and alcohol and related testing methods. Host companies may also conduct unannounced searches for drug or alcohol on company premises and may conduct scheduled and random alcohol and drug testing, subject to their own policies.

Breach of this Policy

Any worker who is found to have breached this policy may be subject to disciplinary action, up to and including termination of employment or assignment.

Sue Bell

Director, Bell People

25 November 2019