

## Drugs and Alcohol Policy

SKILLED Group acknowledges that drugs and alcohol are part of our society. These substances must not be permitted to jeopardise our employees' safe work performance and wellbeing whilst employed by SKILLED Group. SKILLED Group's Drug and Alcohol Policy is designed to achieve this aim.

- All SKILLED Group employees must not be adversely affected by drugs, alcohol or other substances whilst at work.
- The consumption, possession, sale of illegal drugs by SKILLED Group employees is prohibited whilst at work.
- When SKILLED Group hosted social and business functions are held, at either SKILLED Group premises or other locations, a variety of beverages will be available. Every encouragement and support for the consumption of non-alcoholic and low alcohol beverages will be given. On no account will illegal drugs or substances be available.
- SKILLED Group employees, when placed at client sites, must comply with the client's drug and alcohol policies, procedures and practices.
- SKILLED Group's induction and OHS programs will include an overview of the Group's Drug and Alcohol Policy for improved employee awareness and understanding.
- SKILLED Group may assist in arranging confidential counselling and rehabilitation support services for employees with drug or alcohol issues.
- SKILLED Group reserves the right to administer appropriate drug and alcohol testing of all employees.
- Breaches of this policy will result in disciplinary action. Depending on the circumstances, such action may include termination of employment.

SKILLED Group's Drug and Alcohol Policy is based on the following principles:

- The use of drugs and alcohol can negatively effect and impair an individual's ability to perform their work both safely and effectively; and
- Higher risks of injury, damage and loss occur through the use of drugs and alcohol by individuals, both on and off the job.

Authorised by,



**Mick McMahon**  
Chief Executive Officer  
SKILLED Group Limited