




# DRUGS AND ALCOHOL POLICY

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PREPARED FOR  
Water Modelling Solutions

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## DRUGS AND ALCOHOL POLICY

### POLICY STATEMENT

Water Modelling Solutions (WMS) is committed to a safe, healthy, and productive workplace for all employees. WMS recognises that alcohol, drug, or other substance abuse by employees will impair their ability to perform properly and will have serious adverse effects on the safety, efficiency and productivity of other employees and the organisation as a whole.

The misuse of legitimate drugs, or the use, possession, distribution or sale of illicit or non-prescribed controlled drugs while on organisation business or premises, is strictly prohibited and will result in appropriate disciplinary action, up to and including dismissal. Possession, use, distribution or sale of alcoholic beverages on organisation premises is not allowed without prior approval of appropriate management.

Being unfit at work because of use of drugs or alcohol is strictly prohibited and is grounds for dismissal. While this policy refers specifically to alcohol and drugs, it is intended to apply to all forms of substance abuse.

WMS recognises alcohol or drug dependency as a treatable condition. If you suspect you have an alcohol or drug dependency, you are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance problems.

No employee with alcohol or drug dependency will be dismissed if they are requesting help in overcoming that dependency or because of involvement in a rehabilitation effort. However, if you have had, or are found to have, a substance abuse problem, you will not be permitted to work in designated positions identified by Management as being critical to the safety and well-being of employees, the public, or the organisation.

If you violate provisions of this policy, appropriate disciplinary action will be taken. Such action cannot be avoided by a request at that time for treatment or rehabilitation. If you are suffering from alcohol or drug dependency and you refuse rehabilitation or fail to respond to treatment or fail to meet normal job performance requirements, appropriate disciplinary action, up to and including dismissal, will be taken. This policy does not require, and should not result in, any special regulations, privileges, or exemptions from normal job performance requirements.

Contractors and common carriers are also covered by this policy. Those who violate the policy will be removed from organisation premises and may be denied future entry.

If a person is deemed to be under the influence of drugs or alcohol during work hours, then that person will be required to take sick leave until they are no longer affected by the drugs or alcohol. Responsible consumption of alcohol is allowed at approved events.

### SCOPE

This procedure applies to all aspects of work undertaken by a worker (including the driving of motor vehicles and the operation of machinery).

### RESPONSIBILITY

- The Managing Director is responsible for ensuring that the alcohol and drug procedures are kept up to date;
- Managers are responsible for ensuring that all staff who report to them are aware of the alcohol and drug procedure; and
- Workers are required to present to work in a fit state as per this procedure.

### PROCEDURE

- No person will be allowed to operate or work near machinery, including motor vehicles, if they are suspected not to be in a fit state to do so;
- The Manager in conjunction with the Managing Director (if applicable) will counsel the person and determine whether the person is considered to be in a fit state to carry out their duties;

- Any person determined to be in an unfit state (unable to perform normal daily duties safely and competently) to carry out work will be sent home;
- Any person sent home will not be allowed to drive a motor vehicle if in the opinion of the Manager it would be a danger to the person to do so; and
- Should the Manager not be available to counsel the employee and make a determination about the worker's fitness to work, the worker will not be allowed to operate or work near machinery, including motor vehicles until the Manager can be contacted.