

Drug and Alcohol Policy

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1. Introduction

This document is Nauhria's Drug and Alcohol Policy. The drug and alcohol policy applies to all Nauhria Employees.

Nauhria provides a safe and productive work environment for all Employees. It is the policy of the company that Employees shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics. Any kind of involvement which may impair the Employee's ability to perform assigned duties or otherwise adversely impact on the organisation's business is not acceptable.

2. Background

2.1. Nauhria's aim is to establish an accepted control over the level and use of alcohol and drugs, by Employees, on work time and in any environment provided by the company.

2.2. Nauhria's objective is to ensure that people, equipment and the environment are not put at risk as a result of accidents caused by the misuse of substances.

2.3. As a professional company, it is also important that the credibility of the Company is not brought into disrepute.

2.4. Nauhria has a commitment to providing a healthy workplace and Employees are advised that the misuse of drugs or alcohol can lead to long term health problems. The effects of drugs may not be limited to the time immediately after they are taken and even in moderate doses may remain in the body and affect the user for days.

2.5. Definitions:

2.5.1. 'Substance' means alcohol or drugs.

2.5.2. 'Alcohol' means ethyl alcohol or ethanol.

2.5.3. 'Drugs' means any substance taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance.

2.5.4. 'Employee' means all persons who work full time, part-time, or under contract for the Company, including management staff.

3. Procedure

- 3.1. Nauhria will not hire anyone who is known to currently abuse substances. This may include providing consent for a drug test to be taken, as part of the recruitment process.
- 3.2. Nauhria will educate and inform its Employees about the health consequences of drug and alcohol abuse.
- 3.3. Employees must report to work in a physically and mentally fit condition to perform their duties in a safe and efficient manner.
- 3.4. Any Employee on Nauhria business, on or off Nauhria premises, is prohibited from purchasing, transferring, using or possessing illicit drugs or using alcohol or prescription drugs in any way that is illegal.
- 3.5. If an Employee advises Nauhria of a substance abuse issue, the Company will endeavour to support the Employee in rehabilitation. Although Employees will not be terminated for voluntarily seeking assistance for a substance abuse problem, continued performance, attendance or behavioural problems may result in loss of a job.
- 3.6. Employees on prescribed medication must notify their Manager if there's likelihood that such medication could affect job performance and safety.
- 3.7. Employees engaged in off-the-job drug or alcohol involvement may be considered to be in violation of the Company's policy.
- 3.8. Where available evidence warrants, Nauhria will bring matters of illegal drug or alcohol use to the attention of the Police.

4. Drug and Alcohol Testing

- 4.1. Pre-employment Testing - Nauhria will make new appointments contingent on job candidates returning a negative drug test result, if requested.
- 4.2. Reasonable Cause Testing - Employees may be tested for the presence of alcohol or other drugs where actions, appearance, behaviour or conduct suggests alcohol or other drugs may be impacting on their work. An accident, incident, near miss or possession of drugs or drug paraphernalia may also provide reasonable cause for testing.
- 4.3. Random and Rehabilitation Testing - Employees in safety sensitive roles may be required to undergo alcohol and other drug testing at random intervals on random selection.
- 4.4. Employees engaged in a rehabilitation agreement with Nauhria may be subject to alcohol and/or other drugs testing on a no-notice basis, under the advice of a Doctor.

5. Responsibilities

All Nauhria Employees are responsible for compliance with this policy.

Manager Signature: _____ Date: _____

Employee Signature: _____ Date: _____