

DRUG AND ALCOHOL POLICY

The possession or consumption of drugs of addiction and alcohol are prohibited on all **OSTOJIC GROUP PTY LTD** work sites. In all cases, persons found under the influence of drugs of addition or alcohol will not be permitted to commence work or enter any office or workplace.

The **OSTOJIC GROUP PTY LTD** recognises that the use of drugs and alcohol can seriously impair a person's ability to work safely. This recognition has resulted in the following drug and alcohol policy being developed and adopted by the Group:

Employees and subcontractors shall be required to participate in any random testing and/or screening for the presence of drugs and/or alcohol. This Random testing and/or screening will be carried out by either of the following:

Drug Screening

- Screening using either urine sampling or oral saliva sampling will be carried out for detection of cannabinoid's, opiates, amphetamines, cocaine and benzodiazepines.
- Screening and testing will be carried out by the Ostojic Groups HSEQ & Compliance Manager or if required an accredited medical practitioner on-site and/or in a laboratory and positive results of the screen will result in the employee or subcontractor having their contract or employment terminated immediately.
- Any employee or subcontractor who is on a course of prescribed drugs is required to notify their manager or supervisor if their work performance is likely to be compromised or if there is any risk to the safety of themselves or others. Confidentiality is to be observed at all times. No employee or subcontractor will be discriminated against or disadvantaged by his/her actions in this matter and this policy is not concerned with the regulation of an individual's private behaviour.

Alcohol Screening

- Employees and subcontractors will be randomly screened for their Blood Alcohol Content (BAC) using approved breath-testing equipment. The OSTOJIC GROUP PTY LTD's thresh-hold limit is 0.00 (BAC), therefore prior to commencing the day's work if an employee or subcontractor is randomly screened and returns a positive result greater than 0.00 but less 0.05 they will: -
 - Be declined attendance at work for that day;
 - Not be paid for that day;
 - Receive a First and Final Written Warning (on any second occasion will result in the employees or subcontractors contract of employment being terminated);
 - Be offered and encouraged to attend a session with an approved **OSTOJIC GROUP PTY LTD** Counsellor.

- Employees and subcontractors who return a positive (BAC) result greater than 0.05 either prior to commencement of the day's work or whilst at work throughout their shift will have their contract of employment terminated immediately.
- (BAC) screening will be carried out by authorised personnel of the company. Such authorised personnel will be but not limited to a manager or supervisor and will be randomly carried out on any of the company's works sites and locations at any time throughout the period of work/contract.
- Employees and subcontractors who are involved in any workplace incident or accident will be required to undergo drug and alcohol screening. Any employee or subcontractor who fails or refuses the test and/or screening will be subject to normal company disciplinary measures (which may include dismissal).

Support and assistance will be given to **OSTOJIC** employees who voluntarily seek treatment and rehabilitation for drug or alcohol dependency. This assistance will be dependent on the employee agreeing to specific rehabilitation, long term after care program and maintaining an acceptable level of productive work. Where necessary the individual may be given assistance to overcome any long term or serious problems through an Employee Assistance Programme.

To assist in the promotion of this policy all personnel will have access to information, resources and training related to the dangers of alcohol and other drugs.



Simon Ostojic
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OSTOJIC GROUP Pty Ltd

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