



Drug and Alcohol Policy

Document Number 0012-8-191 | Rev 7.0 | 11/05/2016
Owner: General Manager Health, Safety and Environment

Overview

nbn is committed to providing safe and healthy workplaces.

nbn's policy has been designed for the mutual benefit of the **nbn** and its employees and seeks to comply with legislation of Federal and State Governments regarding alcohol, tobacco, drugs and safety generally. The policy has also been designed to support and work with any corresponding policy, and drug and alcohol procedures adopted by contractors to **nbn**.

The **nbn** policy and the supporting procedures operate as a minimum standard for **nbn** employees. Where **nbn** determines contractually that a contractor is operating within an area of high risk they are required to have their own Drug and Alcohol policy and procedures. The contractor must then comply with their policy at all times.

Purpose

nbn is committed to the well-being of its employees, and to enabling its employees to perform their work in a manner which is both productive, and does not jeopardise their own safety or the safety of others. **nbn** aims to foster an attitude among employees that it is unacceptable to come to work under the influence of alcohol or drugs.

As part of these efforts to achieve the highest standards of health and safety, **nbn** will maintain a drug and alcohol cut off level that sets out the requirements for determining whether an employee is under the influence of drugs and alcohol. In office environments employees are expected to have blood alcohol concentration (BAC) levels consistent with community expectations. For work in the field the BAC level is 0.0 g/100ml. For the avoidance of doubt, field work includes any work not in an office environment and also includes work in an office environment that involves construction, installation or building work.

Scope

This Drug and Alcohol policy and the supporting Procedures apply to all **nbn** employees and maximum term employees. It also applies to secondees from other companies, consultants or visitors.

This policy does not automatically apply to contractors, however **nbn** expects its contractors to observe behaviours consistent with this policy and **nbn** may apply drug and alcohol requirements to contractors from time to time depending on the circumstances, typically as a contractual requirement where construction, installation or building works are involved. Each person to whom the Policy applies must make themselves aware of these standards and the conduct required.



Policy

nbn is committed to ensuring that the safety and wellbeing of employees and the quality of **nbn** work, is not compromised by the presence of people under the influence of alcohol or other drugs in the workplace.

nbn does not and will not condone:

- The use, sale or possession of any illegal/prohibited substance or alcohol at the workplace or a work related event;
- The presence of employees adversely affected by alcohol at the workplace or work related event; or
- The consumption of alcohol at the workplace or at a work related event without express management permission.
- Smoking of any tobacco or tobacco related products, including e-cigarettes, at the workplace

nbn acknowledges that alcohol may be consumed at some activities involving employees including **nbn** initiated activities. When attending a function as a representative of **nbn**, employees are expected to conduct themselves responsibly within the bounds of **nbn** policies.

If employees choose to consume alcohol they must do so responsibly and arrange for safe transportation to their place of residence. Alcohol is not to be consumed on company premises unless approved by the Chief Executive Officer or any of his/her direct reports.

Screening

nbn has a drug and alcohol testing program in place for all potential employees, current employees, and maximum term employees as follows:

- Pre-employment drug screening. All potential employees will be screened for the presence of drugs and alcohol. Tests will be conducted by approved testing providers.
- Post-incident and show-cause drug and alcohol testing. In support of the highest standards of safety, and in the interests of health, **nbn** employees will be asked to submit to drug and alcohol tests after incidents or upon reasonable suspicion of being under the influence of drugs or alcohol whilst at work. A refusal to submit to such a test may constitute ground for disciplinary action.

In the event that employees are taking medications prescribed by a certified medical practitioner this will not result in a positive finding and confidentiality will be maintained.

Assistance Provided

To assist compliance with this policy and the associated procedures, **nbn** will be undertaking the following broad activities:

- Ongoing employee consultation. **nbn** will consult with employees via the Health and Safety Committee and employee representatives;
- Ongoing training and education is available to all employees through information sessions, workshops and inductions during working hours; and
- Counselling, assistance and rehabilitation. **nbn** firmly believes people should come to work safely and go home safely. To this end we have a comprehensive employee assistance program and the self-disclosure of any drug and alcohol issue is encouraged. Employees will not be penalised for self-disclosure and will be encouraged to attend an approved rehabilitation program. All disclosures will be



treated with the utmost confidentiality. Family members of any employee with a drug and alcohol issue may access the employee assistance program.

Roles and responsibilities

Employees are responsible for:

- Their behaviour and actions at all times;
- Understanding and complying with this policy;
- Promptly informing their manager if they believe there is a policy breach; and
- Seeking advice from a manager before undertaking an action or activity that may be contrary to **nbn** policy.

Managers are responsible for:

- Monitoring compliance with this policy by members of their team;
- Notifying their Health Safety and Environment representative if there is an emerging concern about compliance with this policy; and
- Ensuring that each member of their team understands this policy.

Further Information

Please contact your manager or the Human Resources Support Centre in the first instance. If you require additional information in relation to this policy please contact a member of the HSE team.



Document control

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Policy author	Peter Clements
Policy approver	Chief People and Culture Officer: Maree Taylor
Business unit	Health, Safety and Environment

Revision history

Revision	Description	Policy Author
1.0	Approved Policy	Kim Flanagan
2.0	Change of Provider	Kim Flanagan
3.0	Minor Update – Policy Standardisation	Mark Bussing
4.0	Policy review no change required	Kim Flanagan
5.0	Policy review by GM HSE	Kim Flanagan
6.0	Review of policy – removal of random testing	Kim Flanagan
6.1	Policy rebranded. No change to content.	Peter Clements
7.0	Added tobacco and related products into items condoned by nbn .	Peter Clements