



Stolt-Nielsen Australia Pty Ltd <b>Human Resources</b>	Process <b>General Compliance</b>	Issue Date <b>10 December 2012</b>
Title <b>Drug and Alcohol Policy</b>	Policy No. <b>SN-GEN-002</b>	Revision No. <b>1.0</b>

## **Drug and Alcohol Policy**

**SN-GEN-002**

### **REVISION HISTORY**

<b>Version</b>	<b>Issue Date</b>	<b>Reason for Issue</b>	<b>Author</b>	<b>Approver</b>
1.0	10 December 2012	Launch on StoltWorld	GOL	JHG



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## **1.0 SCOPE AND APPLICATION**

The Company is committed to ensuring the health, safety and welfare of all employees are maintained by preventing and reducing harm associated with the misuse of drugs or alcohol at work.

This policy applies to all of the Company's employees and contractors. The purpose of this policy is to increase awareness of the effects of drugs and alcohol misuse and its likely symptoms and to ensure that:

- a) all employees are aware of their responsibilities regarding drug and alcohol misuse and related problems;
- b) employees who have an alcohol or drug related problem are encouraged to seek help, in confidence, at an early stage; and
- c) employees who have an alcohol or drug related problem affecting their work are dealt with sympathetically, fairly and consistently.

Whilst this policy refers explicitly to drugs and alcohol, it is intended to apply to inhalants and other forms of substance abuse or usage.

### **1.1 Consumption of drugs or alcohol**

All employees are expected to arrive at work fit and to carry out their duties and responsibilities in a safe manner.

- Employees should not be under the influence of alcohol or drugs at any time during office hours, and
- No alcoholic beverage will be brought onto, consumed upon or contained in or on Company premises except with management authorization.

An employee on prescribed medication should check with their doctor to ascertain whether use of the drug will impact on performance and workplace health and safety, particularly the impact on their ability to operate machinery or a motor vehicle. If so, the employee should advise their



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manager, without delay. An employee's manager may assign the employee other duties that the employee can perform while the employee is taking the medication.

Whilst Management expects all employees to demonstrate responsible and acceptable behaviour at work related functions and events so as to not have a detrimental effect on the Company's reputation, a modest consumption of alcohol will be acceptable. Employees are responsible for the amount they choose to drink at such functions. However, the consumption of alcohol at such event must not be such that it would endanger the employees own safety or that of others at the event/function.

Employees must, at all times, comply with the statutory blood alcohol concentration limit, whilst driving:

- any Company vehicle, or
- any vehicle, as an employee of the Company, to work, from work, during work or to and from any work related event/function.

If an employee suspects that another employee is affected or under the influence of alcohol or drugs at the workplace, he/she should immediately report this situation to the local General Manager.

If an employee believes that they have an alcohol or drug-related problem, he/she should seek advice and support from their manager, as soon as possible. Managers can assist you and will, where possible, do so in confidence.

## **1.2 Responsibilities**

It is the responsibility of the employee's manager to:

- ensure this policy is enforced on a day to day basis;
- direct any employee reasonably suspected of being under the influence of drugs and/or alcohol away from the work area;



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- direct employees to a medical practitioner nominated by the Company where it is reasonably suspected that they are under the influence of drugs or alcohol;
- arrange for on-site testing for employees accused of being under the influence of drugs or alcohol;
- arrange transport home for any employee under the influence of drugs or alcohol;
- provide counselling to employees who are found to be in breach of this policy; and
- authorise appropriate assistance for an employee whose performance is affected by drugs or alcohol.

It is the responsibility of employees to:

- comply with this policy; and
- inform the Company and request assistance if they have any ongoing drug or alcohol problem or addiction that is likely to adversely affect their work performance.

### **1.3 Providing support**

The Company views drug and alcohol misuse as treatable and is committed to, in so far as possible, treating these problems and providing the appropriate support.

Where an employee's performance and well-being has been adversely affected by alcohol or drug use, the Company may provide support through referral to an appropriate treatment program, and where necessary, in conjunction with the direction of the employee's General Practitioner, with a view to a full recovery.

Where an employee is referred to a treatment program, the Company may, at its discretion, treat the absence from work for treatment as paid personal leave. When an employee has no outstanding personal leave, they may be entitled to unpaid personal leave, or may be able to utilise other accrued leave entitlements.



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## **2.0 COMPLIANCE AND BREACHES**

A breach of this policy may result in disciplinary action, including dismissal.

Where an employee breaches or is reasonably suspected of having breached this policy, the employee will be given an opportunity to explain his or her actions. Where no satisfactory explanation is given, the matter will be treated as misconduct, which will be dealt with according to the Company's disciplinary procedure.

If, having acknowledged an alcohol or drug related problem, the employee undertakes treatment and/or rehabilitation, any related performance or disciplinary action may be suspended pending the outcome of the treatment.

If treatment is not undertaken or is unsuccessful, the Company reserves the right to terminate the employment for misconduct.

## **3.0 RELATED POLICIES**

Code of Conduct (global)

General Office, Safety and Conduct (local)

Disciplinary Procedure (local)

Leave Entitlements (local)

Grievance Procedure (local)