



ALCOHOL AND OTHER DRUGS POLICY

Gongues Constructions Pty Ltd (Gongues Constructions) insists on an alcohol and other drugs free workplace. This alcohol and other drugs policy applies to all permanent and casual employees, subcontractors and visitors. The alcohol and other drugs policy sets the minimum standard for all employees working or visiting other workplaces.

The scope of this policy covers the following -

- all illicit drugs.
- all alcoholic drinks and beverages.
- prescribed and nonprescribed drugs and medications known to cause adverse mental and/or physical effects when used in either prescribed or in excess of prescribed dosages.

Gongues Constructions encourages an at work "zero" blood alcohol and drug level and reserves the right to perform random testing on any of its worksites to make sure these levels are within the acceptable range. A person whose test result shows a nonacceptable level for a substance will be suspended immediately pending further investigation and retesting. Management will decide if further disciplinary action, such as a written warning, suspension or summary termination of employment, is to take place.

Alcohol and other drugs Testing

Alcohol and other drugs testing will be conducted at the discretion of Site Supervisors for potential incumbents and at the Project Managers discretion whilst on site. Employees with a positive alcohol or drug test will be required to undertake further tests to confirm the test result.

Alcohol and other drugs testing will be conducting in accordance with AS/NZS 4308 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine, or AS/NZS 4670 Procedure for specimen collection and the detection and quantitation of drugs in oral fluid, and AS 3547 Breath alcohol testing devices.

Discipline / Dismissal Procedure

Any breach of the provisions outlined in this policy may result in disciplinary action in accordance with Gongues Constructions policies and procedures.

Refusal to undergo testing

If the employee refuses to undergo a test for alcohol and/or other drugs as a result of an incident or for causal reasons, the refusal shall be treated as a positive result with Gongues Constructions rules and appropriate disciplinary procedures applied.

Code of behaviour

Alcoholic beverages or drink or illicit drugs or the consumption of such is banned on any Gongues Constructions worksite. It is the responsibility of all persons to inquire as to the effect of a prescribed or over the counter medication.

Any person reporting to work in an apparent intoxicated or drug affected state, may be tested and if found to be intoxicated may be immediately suspended. Further disciplinary action will take place at the discretion of management and may include the summary termination of employment.

Any employee distributing illicit drugs will be instantly stood down, pending further investigation.

The policy is a public document; it shall be clearly displayed and made available to all interested parties.

This policy applies to all sites where Gongues Constructions is performing work and covers all our activities and services.

This policy shall be reviewed every three (3) years to maintain suitability, adequacy, and effectiveness to the organisation and has been authorised for use by the Managing Director.

Carlos Gonçalves
Managing Director