

## 1. Application

This policy applies to all employees, contractors and joint ventures engaged in activities under the operational control of Cleanaway Waste Management Ltd and all of its subsidiaries (**Cleanaway**).

## 2. Policy objective

Cleanaway recognises that the highest standards in health and safety are crucial to the success and sustainability of our business. We are committed to removing the risks to safety created by drugs and alcohol in the workplace and ensuring that any consumption of alcohol at a work related event outside of the workplace is responsible.

## 3. Operating principles

Cleanaway achieves this objective by:

- Having a zero tolerance to drugs and alcohol in the workplace – including any Cleanaway vehicles.
- Requiring that alcohol consumption at a work related event outside of the workplace is responsible.
- Communicating and consulting with employees and contractors to increase awareness of their workplace health and safety obligations in relation to drugs and alcohol.
- Providing relevant training, education and awareness to employees and contractors, including access to an Employee Assistance Program.
- Randomly testing our employees and contractors for drugs and alcohol in accordance with the Cleanaway Drug and Alcohol Screening Protocols.

## 4. Responsibilities at our workplace

All persons who attend our workplace have a responsibility to:

- Ensure they are not under the influence of drugs and/or alcohol in the workplace – including any Cleanaway vehicle.
- Notify their Supervisor immediately if they are under the influence of drugs and/or alcohol.
- Consult with their Manager or HR Business Partner about any concerns they may have regarding other persons in the workplace who may be under the influence of drugs and/or alcohol.
- Submit to drug and alcohol testing as requested.
- Carry out their work in accordance with Cleanaway's policies, processes and procedures.

## 5. Responsibilities outside of our workplace

All persons who attend work-related events outside of the workplace have a responsibility to:

- Limit their consumption of alcohol to a level where their capacity to fulfil their obligations as representatives of Cleanaway is not adversely impacted.
- Respect cultural, social and individual differences, preferences and choices of others who may choose not to consume alcohol.
- Comply with the law, including the legal age and driver blood alcohol limits.
- Comply with the directions of Cleanaway managers and those responsible for the service or supply of alcohol.

## 6. Compliance with this Policy

Non-compliance with this policy will result in performance management action which could include termination of employment.

**Reviewed and approved by the CEO on 27 January 2017**

**Version control table**

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