

## Company name

### Drug and Alcohol Policy

XXXX is committed to creating a drug and alcohol free workplace to safely achieve its business objectives.

**This commitment:**

- supports the requirements to comply with the NZ forestry industry best practice guidelines
- promotes employees' wellbeing, health and safety
- creates a work environment where employees feel safe
- recognises the importance of satisfying the client and providing quality service

The Drug & Alcohol Policy will apply to all employees of the company as well as any other sub-contractors and their employees engaged by the company.

The Company] will support its staff in achieving this goal through the following initiatives:

**Employment information**

The Drug & Alcohol information and the company's zero tolerance policy towards illegal substances in the workplace will be contained in the company's employment and induction materials.

**Education/ Training**

The Drug & Alcohol Programme will be supported by educational material and managers' training conducted by recognised specialists.

**Pre-employment Testing**

The confirmation of all new employees' appointments will be dependent on the applicants returning a pre-employment negative drug test result.

**Post-Accident/ Incident Testing** Employees may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event. In the case of all serious harm or notifiable event accidents a mandatory drug test will be required.

**Reasonable Cause Testing** Employees may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely

**Random Testing**

Employees will be subject to be randomly selected for testing for the presence of drugs and/or alcohol

**Serious Misconduct**

Employees observed taking, selling, supplying or being in the possession of drugs and/or alcohol at work will be disciplined according to the company's serious misconduct procedures. Employees refusing to consent to undertake drug/alcohol testing will also be disciplined as above

**Rehabilitation**

This is an optional responsibility of the company to assist employees with a Drug and Alcohol Rehabilitation Programme for employees who either voluntarily asking for assistance or testing positive for drugs and/or alcohol for the first time under this policy

For xxxxx Ltd Signature.....

Date / /