



DRUG & ALCOHOL POLICY

WORKFORCE EXTENSIONS recognises that the use of drugs and alcohol can seriously impair a person's ability to work safely. At risk are the person, fellow workers and the Company. This recognition has resulted in an alcohol and drugs policy being adopted by the Company.

Drug and Alcohol Policy

The possession or consumption of alcohol or drugs of addiction by WORKFORCE EXTENSIONS employees is prohibited on all work sites where WORKFORCE EXTENSIONS employees operate. In all cases, persons found under the influence of alcohol or drugs of addiction will not be permitted to commence work or enter any office or workplace.

Support and assistance will be given to WORKFORCE EXTENSIONS employees who voluntarily seek treatment and rehabilitation for drug or alcohol dependency. This assistance will be dependent on the employee agreeing to specific rehabilitation, long term after care programs and maintaining an acceptable level of productive work.

Persons taking drugs under a Doctors direction must inform their supervisor. Should the drug impair the personal ability to work safely, alternative duties may be offered, if available.

Date: 04-01-2017


Name
MANAGING DIRECTOR