



## Alcohol and Drugs Policy

LANDROC is committed to a safe, healthy, and productive workplace for all employees. LANDROC recognises that alcohol, drug, or other substance abuse by employees will impair their ability to perform properly and will have serious adverse effects on the safety, efficiency and productivity of other employees and the organisation as a whole.

The misuse of legitimate drugs, or the use, possession, distribution or sale of illicit or non-prescribed controlled drugs on organisation business or premises, is strictly prohibited and will result in appropriate disciplinary action, up to and including dismissal. Possession, use, distribution or sale of alcoholic beverages on organisation premises is not allowed without prior approval of appropriate senior Management.

Being unfit at work because of use of drugs or alcohol is strictly prohibited and is grounds for dismissal. While this policy refers specifically to alcohol and drugs, it is intended to apply to all forms of substance abuse.

LANDROC recognises alcohol or drug dependency as a treatable condition. If you suspect you have an alcohol or drug dependency, you are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance problems.

No employee with alcohol or drug dependency will be dismissed if they are requesting assistance in overcoming that dependency or because of involvement in a rehabilitation effort. However, if you have had, or are found to have, a substance abuse problem, you will not be permitted to work in designated positions identified by Management as being critical to the safety and well-being of employees, the public, or the organisation.

If you violate provisions of this policy, appropriate disciplinary action will be taken. Such action cannot be avoided by a request at that time for treatment or rehabilitation. If you are suffering from alcohol or drug dependency and you refuse rehabilitation or fail to respond to treatment or fail to meet normal job performance requirements, appropriate disciplinary action, up to and including dismissal, will be taken. This policy does not require, and should not result in, any special regulations, privileges, or exemptions from normal job performance requirements.

Contractors and common carriers are also covered by this policy. Those who violate the policy will be removed from organisation premises and may be denied future entry.

If a person is deemed to be under the influence of drugs or alcohol during work hours, then that person will be required to take sick leave until they are no longer affected by the drugs or alcohol.