

DRUG AND ALCOHOL POLICY

Purpose

The objective of this policy is to provide a drug and alcohol-free workplace for all Zeal Futures Staff, Hosted Employees, Students, Contractors, and Visitors whilst engaged in operations and business at Zeal Futures or other work locations.

Zeal Futures is committed to:

- Protecting employee health and welfare;
- Preventing drug and alcohol related incidents;
- Fostering a safe workplace environment;
- Encouraging safe and positive behaviours;
- Discouraging use of illegal drugs and alcohol; and
- Ensuring the availability of a confidential and non-judgemental treatment response for workplace participants with alcohol or drug related problems.

Scope

All Zeal Futures Staff, Hosted Employees, Students and Stakeholders (including Host Employers, Contractors etc...) shall adhere to this policy when they perform work on behalf of Zeal Futures as an employee of Zeal Futures, or on a Zeal Futures site. It encompasses the use of prescription medication, illicit drugs, cigarettes, e- cigarettes, vapes, and alcohol.

Responsibilities

The Zeal Futures Chief Executive Officer is responsible for the implementation of this policy. All Staff, Hosted Employees, Students, Contractors, and Visitors are required to adhere with the Zeal Futures Drug and Alcohol Policy and Procedure. Employees and Students must also consult their doctor or pharmacist regarding the potential impact of any prescribed medication, including but not limited to medical cannabis, on their ability to fulfill their role and responsibilities under this policy.

Document Owner

Group HR & Safety Manager

Policy Objectives

- Provide and maintain a safe and healthy work environment free of Illegal drugs and alcohol;
- Prohibit Employees and Students from working while under the influence of alcohol or illegal drugs;
- Identify risk and implement controls regarding prescription medication. Employees and Students must notify their Supervisor if they are taking medication that may adversely affect their performance;
- Prohibit the possession and use of illegal drugs and alcohol at the workplace (including meal breaks);
- Prohibit the misuse of prescribed or over-the-counter medication and require the reporting of any medication-related impacts that may cause impairment.
- Identify risk and implement controls for work events where alcohol may be available;
- Support the rehabilitation of employees and students who have issues with drug and/or alcohol abuse;
- Provide education, training, and information to Zeal Futures employees and students on the effects of drugs and alcohol;
- Ensure Employees and Students will not be disadvantaged or discriminated against when reporting a drug or alcohol effected Student or Employee; and
- Ensure all Zeal Futures sites are smoke-free and free from the use of e-cigarettes (vapes).

If found either using, or to be unfit for duty as a consequence of the consumption of alcohol or illegal drugs, the Employee or Student will be subject to performance counselling. Breaches of this policy will be addressed in accordance with the appropriate performance counselling procedures.

Where a Host Employer has fitness for work policies and procedures that extend to drug and alcohol testing, Zeal Futures Hosted Employees will be subject to these regimes.

Related Documents

[Drug and Alcohol Procedure](#)

[Emergency Management Procedure](#)

[Employee Assistance Program](#)

[Environmental Policy](#)

[Fatigue Management Procedure](#)

[Health Surveillance Procedure](#)

[Heat Stress Management Procedure](#)

[Incident Management Procedure](#)

[PPE Procedure](#)

[Rehabilitation Policy](#)

[Rehabilitation Procedure](#)

[Risk Assessment Procedure](#)

[Smoke Free Workplace Policy](#)

[WHS Consultation Statement](#)

[WHS Management Plan](#)

[Work Health and Safety Policy](#)

[WHS Management System](#)

[WHS Risk Management Procedure](#)

[Workers Compensation Admin. Procedure](#)

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.

Document History

| Version | Prepared By | Approved By | Date | Description |
|---------|-------------|--------------------|------------|--|
| 1.0 | A Malloy | Board of Directors | 24/02/2023 | First release |
| 2.0 | A Malloy | Board of Directors | 04/03/2025 | Updated to include provisions regarding e-cigarettes and clarified responsibilities related to impairment from prescribed medication |
| | | | | |