

Drugs & Alcohol Policy

HKRP is committed to promoting a safe and healthy environment for all employees, contractors and visitors, and to taking early action to respond to situations where the use of alcohol or drugs may risk health and/or safety.

Purpose

The purpose of the Policy is to:

- Recognise that the abuse of alcohol and drugs is a major problem facing society generally and therefore, these substances may, on occasions, impact the workplace;
- Minimise the risks to health and safety in the workplace which may arise from the use of alcohol or drugs; and
- Set out the responsibilities of manager, supervisors, employees, and contractors relating to the use of alcohol or drugs and the management of risks relating to drug and alcohol use.

Application

This Policy applies to every employee and contractor of HKRP. This Policy applies:

- At the workplace;
- When workers are working for HKRP away from the workplace;
- When workers are using HKRP's vehicles; and
- When workers attend events on behalf of the organisation or social functions arranged by the organisation.

On entering the workplace, visitors, clients, and customers of HKRP will also be required to comply with this Policy.

Definitions

Alcohol: includes all food, beverages, medications, and any other product containing alcohol.

Drug: means any performance affecting substance that is prohibited by law.

Prescription medications: medications that are prescribed by a medical practitioner.

Non-prescription medications: medications that can lawfully be obtained over the counter.

Worker: includes employees and individuals who contract their services to the employer, e.g. Contractors and consultants.

Substances: includes drugs and alcohol.

Responsibilities

Responsibilities of all workers

It is the responsibility of workers to comply with this Policy.

Workers:

- Must not consume, solicit, sell, distribute, or possess drugs and/or alcohol:
 - At the workplace, or, away from the workplace whilst carrying out work for HKRP, unless with the specific permission of HKRP;
 - In vehicles owned or leased by HKRP.
- Must not attend work or drive a vehicle owned or leased by HKRP if they have any trace of drugs and/or alcohol in their system. A worker who is considered by the worker's Supervisor, Manager, HR or QHSE manager to be unfit to safely perform his/her duties due to the effects of drugs or alcohol shall not be permitted to remain at the workplace;
- Must inform his/her supervisor or manager if the worker's performance is, or may be affected by, taking prescription and/or non-prescription medication; and
- Must submit to a drugs or alcohol test if requested.

Additional responsibilities of Managers and Supervisors

Managers and Supervisors are responsible for:

- Encouraging a culture that promotes a safe and healthy work environment;
- Providing a safe and healthy environment within their area of control;
- Ensuring suitable communication of this Policy within their area of control;
- Providing appropriate guidance, training, and supervision to help all workers within their area of control understand their responsibilities under this Policy;
- Monitoring the work performance and ability of all workers to carry out their jobs safely;
- Encouraging affected employees to seek assistance for problems related to the use of alcohol or drugs; and
- Ensuring that this Policy is applied on a consistent and fair basis.

Consequences of a breach of the policy

Allegations concerning breaches of this Policy will be dealt with according to the Disciplinary Procedure, outcomes of which may include termination of employment.

Suspected breach of this Policy

Workers are required to notify their Supervisor, Manager or HR if they suspect a worker is unable to safely perform his/her job due to the effects of alcohol or drugs, or is otherwise in breach of the requirements of this Policy. This will assist HKRP to provide a safe and healthy workplace and allow early intervention in the form of counselling and referral services to workers who may have a problem with substance use.

Refusal to Undertake a Test

Refusal by a person to submit or cooperate fully with the administration of drug or alcohol testing will be treated in the same manner as any other refusal to comply with HKRP's policies and/or procedures, and will be dealt with in accordance with HKRP's Disciplinary Procedure.

Tampering with Testing or Results

Tampering with drug or alcohol testing, samples or results will lead to disciplinary action, which may result in termination of employment.



Hitesh Patel, Director