



**Precision
Delivered**

Drugs & Alcohol Policy Statement

In keeping with our requirements to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all employees and other people engaged by CICG Pty Ltd in the delivery of services. All persons so engaged shall to be at all times fit for duty.

“It is the personal responsibility of every individual employee to ensure that their work performance is always such that their safety and the safety of all others and their work efficiency is not impaired by the taking of drugs or the consumption of alcohol during working hours”.

The decision on a person’s ability to work safely and their fitness for duty will be determined by the employee’s immediate Manager.

While there is no simple or reliable way to assess a person’s impairment, the consumption or use of alcohol, drugs or any other substances that may affect a person’s ability to work safely or efficiently is not permitted. People taking prescription or over-the-counter medications that may impair performance are to advise their Manager. All such advice will be treated confidentially.

Employees or other people who are observed to be in breach of this Policy will be subject to the Company’s disciplinary procedures and, depending on the circumstances; their behaviour may be treated as serious misconduct.

Affected employees who are observed to be in breach of this policy will be cautioned and removed from the workplace immediately.

Counselling, including the provision of independent and confidential external counselling, professionals will be offered as appropriate.

Personal leave or leave without pay may be negotiated to enable rehabilitation and counselling.

No one will be disadvantaged in the workplace as a result of an employee undertaking a Counselling or Rehabilitation program.

Managing Director
CICG Pty Ltd
April 2019

