



**Alcohol and Other Drugs Policy**

**Cadden Crowe** is committed to the provision of the highest possible standard of occupational health and safety to ensure that employees, contract workers, contractors and visitors are safe from injury and risks to health whilst at work.

**Regarding the consumption of alcohol**, no employee or contract worker shall be under the influence of alcoholic beverages on the company premises or while conducting Cadden Crowe business to the **extent that**,

- It impairs their work performance;
- Their behaviour impacts on their reputation or that of the company; and/or
- There is any risk to their safety or to that of any other employees or contract workers.

The consumption of alcoholic beverages on the company premises during working hours is prohibited unless management has given specific approval. The consumption of alcoholic beverages on Client premises should be in line with their policies or operational procedures.

**Employees and contract workers** should ensure that approved consumption of alcohol at Cadden Crowe or Client functions does not result in impaired behaviour or function leading to a reduced capability to work and/or damage to Cadden Crowe's reputation.

**Regarding Prohibited Substances/Illegal drugs**, no employee or contract worker shall:

- Be under the influence of an illegal drug, or abuse or misuse of legal drugs whilst conducting Cadden Crowe business or on Cadden Crowe or Client premises;
- Be involved in the sale, purchase or transfer of an illegal drug while on Cadden Crowe or Client premises or business; and
- Have any detectable amount of an illegal drug while on Cadden Crowe or Client property including owned or rented vehicles.

**Prescribed drugs** that may affect yours and others safety at work include pain relievers, sleeping pills, tranquillisers, cough medicine are to be consumed and managed in a prescribed manner.

**Definitions:**

- "Drug and alcohol use" or "Under the influence" means, for the use of the policy, that the employee is affected in any detectable manner by a drug or alcohol or a combination of both.
- "Legal drugs" means prescribed drugs and over-the-counter drugs, which have been obtained and are being used for the purpose for which they were prescribed or manufactured and in prescribed doses.
- "Illegal drugs," means any drug or drug-like substance, which is not legally obtained. The term includes prescribed drugs not being used in the prescribed manner or amounts.

**Signed**

**Date**

**Principal, Cadden Crowe Pty Ltd**