

## DRUG AND ALCOHOL POLICY NO.: 9.10

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### Scope

This policy applies to all employees in the Gerard Lighting Group of Companies (the Company) and all contractors and visitors to any premises owned or leased by the Company.

### Purpose

The purpose of this policy is for the Company to provide a safe working environment and to protect the health of its employees, contractors and visitors, and to comply with the Workplace Health and Safety Act.

### Changes to Policy

The Company reserves the right to change the Drug and Alcohol policy from time to time.

#### 1. Definitions

- 1.1. *'Drugs'* are defined as any substance, legal or otherwise, which, if used, may alter or affect the physical or mental capabilities of any person.
- 1.2. *'Drugs'* may include but are not limited to tobacco, alcohol, amphetamines, sedatives, opiates, analgesics, stimulants, cocaine, caffeine, MDMA (ecstasy), hallucinogens, cannabis, LSD, antihistamines, inhalants, pesticides or solvents..

#### 2. Policy

- 2.1 The Company is committed to:
  - Encouraging and assisting employees to realise their personal potential within an environment that actively promotes their health, wellbeing and safety.
  - Minimising alcohol and other drug related harm to individuals, property and the reputation of the Company.
  - Encouraging moderation and a responsible attitude toward the consumption of alcohol.
  - Meeting legal and compliance responsibilities across all Company related activities.

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2.2 The Company believes that:

- Comprehensive alcohol and drug policies and procedures address the reality of drug use and associated problems in the community generally and reflect a commitment to the health, safety and welfare of the Company employees, contractors and visitors.
- Employees, contractors or visitors should not be adversely affected by alcohol or other drugs whilst engaged in Company business.
- Employees, contractors and visitors should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol or drugs.
- Alcohol and drug misuse is a social and health problem, which is responsive to prevention, and appropriate diagnosis and treatment.
- The inappropriate, irresponsible and unlawful use of alcohol or drugs can adversely affect performance, health, safety and personal relationships and result in damage to property, and potentially affect the rights and enjoyment of others.
- All employees share responsibility by exemplifying high standards of professional and personal conduct.
- It has a legitimate interest in taking appropriate action if alcohol or drug use is adversely affecting health, safety or performance of an individual or group within the Company or brings the Company into disrepute.

2.3 The Company does not condone or support the use, possession, cultivation or trafficking of illicit drugs or the misuse and abuse of prescription or other medication.

2.4 The Company will contribute to the provision of a healthy and safe environment in relation to alcohol and drugs by:

- Encouraging moderation and a responsible approach toward the serving and consumption of alcohol.
- Ensuring an inclusive environment for employees, contractors and visitors who choose not to consume alcohol.
- Promoting awareness of personal safety and security.
- Providing support to employees who wish to address their patterns of alcohol or drug use.

2.5 The Company will effectively manage risk through these policies and procedures that:

- Outline the responsibilities of employees and Event Managers.

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- Specify emergency and security procedures to be followed in the event of an adverse alcohol or drug related incident.
- Specify event management procedures where alcohol is being provided.

### 3. Responsibilities

- 3.1 Employees must ensure that they do not attend Company premises if adversely affected by alcohol or drugs. If the Company suspects that an employee is adversely affected by drugs and/or alcohol, the Company will direct that employee to cease work immediately. Where an employee has been encouraged to seek assistance for an alcohol or other drug problem but fails to do so and his or her actions impact of the safety or enjoyment of other employees, the employee may be subject to disciplinary action.
- 3.2 Employees who are taking prescription or over-the-counter drugs that have specific warnings on use (i.e. that impact upon the workplace) should bring the matter to the attention of their Supervisor/Manager prior to commencing work. Employees in charge of Company vehicles and machinery, handling hazardous chemicals or undertaking hazardous activities must not be under the influence of alcohol and/or drugs and must at all times comply with relevant state laws.
- 3.3 Managers and Supervisors are responsible for identifying and addressing safety issues or impaired performance resulting from alcohol or drug use. They must take action if there is a risk to the wellbeing or welfare of the person or others.
- 3.4 Managers and Supervisors are responsible for setting parameters for acceptable behavior and addressing inappropriate behavior. Managers and Supervisors are not expected to diagnose or counsel employees who appear to be misusing alcohol or drugs. However, they do have a responsibility, where appropriate, to confidentially encourage employees to seek assistance if they believe misuse of alcohol or drugs is occurring.
- 3.5 Where the behavior of an employee is influenced by drug or alcohol use and this behavior is improper, unsafe or constitutes a risk to themselves or others, this issue must be addressed immediately. Employees are to avoid acting in a manner that may itself be unsafe or aggravates the situation, and must bring the matter to the attention of their immediate Manager or Supervisor. Where there is an issue of safety, Security must be contacted to determine an appropriate management plan.

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3.6 Employees working alongside a colleague whose wellbeing or job performance they perceive to be adversely affected by alcohol or drug use are encouraged to support them in seeking appropriate assistance.

3.7 Under Occupational Health and Safety legislation it is a requirement that all incidents, including those involving alcohol and drugs, are documented and reported. The Gerard Lighting Group Health and Safety Procedure outlines these requirements.

#### **4. Procedures Relating to the Management and Use of Alcohol**

##### **Event Managers**

4.1 All activities involving alcohol must have at least one person nominated as an Event Manager who will be responsible for the planning and management of the event.

4.2 Event Managers are responsible for the safe conduct of the event. They must ensure that they do everything that is reasonable and practicable to reduce or eliminate risk and minimise harmful consequences arising from the conduct of the event. This includes ensuring that the event is held in accordance with relevant Federal and State laws and Company policies and regulations.

4.3 Event Managers must ensure that the consumption of alcohol is a social adjunct to, and not the purpose of, the event. They should ensure that the event is fully inclusive and welcoming of employees who are not of legal drinking age or who choose not to drink.

##### **Events Involving Alcohol**

4.4 Company events involving alcohol fall into one of two categories:

- Informal Company Events involving Alcohol

These are informal gatherings of employees and invited guests.

- Formal Company Events involving Alcohol

4.5 These are events that are hosted and endorsed by, or affiliated with, The Company regardless of their size, location or participants.

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### **Informal Company Events Involving Alcohol**

- 4.6 Event Managers organising Informal Events involving Alcohol must ensure the following:
- The event is fully inclusive and welcoming of all invitees including those who are not of legal drinking age and those who choose not to drink,
  - Non-alcoholic drinks including plain water are freely available,
  - Appropriate food which does not encourage further drinking is provided,
  - Alcohol is only consumed in the area designated for the event,
  - Alcohol is not served to a person under the age of eighteen,
  - Alcohol is not served to an intoxicated person,
  - An appropriate standard of conduct is encouraged to ensure the safety and enjoyment of those attending the event.
- 4.7 Event Managers of Informal Events involving Alcohol are encouraged to familiarise themselves with the principles outlined in the attached 'Formal Events Involving Alcohol Management and Safety' checklist and use these principles to plan and structure the event (see Appendix 1). Event Managers must ensure compliance with the responsible service of alcohol (RSA) guidelines and hold a RSA certification.

### **Formal Company Events Involving Alcohol**

- 4.8 Event Managers of Formal Company Events involving Alcohol must complete a Management and Safety' Checklist
5. **Ensuring Appropriate Behavior**
- 5.1 An appropriate standard of conduct must be maintained to ensure the safety and enjoyment of those attending the event and other members of the Company.
- 5.2 Event Managers must ensure there are safe means of managing difficult situations resulting from consumption of alcohol. Appropriate strategies to manage behavior must be determined well before any event takes place.
- 5.3 Event Managers may need to consider an appropriate course of action in specific instances such as where someone:

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- becomes grossly intoxicated at the event
- arrives at the event already grossly intoxicated
- becomes ill or loses consciousness
- becomes aggressive or violent
- leaves an event intoxicated

5.4 Event Managers must ensure they have a charged mobile phone along with Emergency and Security contact numbers.

### 6. **Security**

6.1 Security issues should be discussed with security personnel prior to the event taking place.

6.2 Security personnel assist in maintaining a secure environment and should be the first point of contact in threatening situations. Security will respond rapidly to calls relating to alcohol and drug issues.

### 7. **Tobacco Use**

7.1 Refer to the Gerard Lighting Group 'Smoking Policy.'

### 8. **Drug use**

#### **Suspected Overdose**

8.1 If someone is suspected of having overdosed, it is vital that they receive professional help as soon as possible. Quick responses can save lives.

- Call your local first aid officer. First aid boxes are available in all Departments
- Call an ambulance immediately. Dial (0) 000 from any Company internal phone or dial 000 from a public phone.
- Stay with the person until the ambulance arrives.
- In all emergency situations it is also essential that Security be contacted.
- Ensure adequate air by keeping crowds back and opening windows. Loosen tight clothing.
- Provide the ambulance officers with as much information as you can – drugs taken, how long ago and any pre-existing medical conditions.

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**9. Breach of Policy**

- 9.1 Employees who fail to abide by this policy may be subject to disciplinary action. If breaches continually occur the result may lead to termination of employment.