Drug and Alcohol Policy

Tradestaff is committed to ensuring our clients' workplaces are free from the effects of drugs and alcohol, thereby ensuring a safe and healthy environment for all people that come into contact with Tradestaff's client(s) workers, contractors, customers and the general public.

Tradestaff has a commitment to the education and training of our workers to ensure their continuing drug and alcohol awareness.

Should any Tradestaff temporary worker supplied to our client; use, sell, transfer or possess any illegal drug, or abuse any prescription drug not officially prescribed, or consume unauthorised alcohol while at work, this will be deemed serious misconduct which may lead to the termination of your employment.

Tradestaff, in conjunction with our clients', will also consider that any worker deemed 'unfit for work' or 'under the influence' as a potential threat to the health and safety of themselves and/or fellow workers or others, including the public. Attending work under such circumstances is considered to be serious misconduct which may lead to the termination of your employment.

To ensure the protection of the health and safety for all and in conjunction with our clients, Tradestaff may, where required, test for 'at risk' behaviour through any of the following:

- **Pre-employment:** where requested by the client, applicants will undergo a pre-employment drug/alcohol test.
- **Reasonable cause:** where there is reasonable grounds for suspecting that a Tradestaff worker is impaired while at work on a client's site.
- **Post incident:** where a Tradestaff worker has been involved in any accident or incident and on the request of the client.
- **Random:** a randomly selected number of Tradestaff workers will be tested in a clear, transparent manner and in accordance with "good faith". ID numbers will be selected randomly from our employment database.

This policy will be reviewed and revised by Tradestaff's Health and Safety Committee every 2 years and following any operational, legislation or best practice changes.

Signed:

Date: 31 May 2019

Position: Managing Director

Review Date: 31 May 2021