

THE RECRUITMENT COMPANY DRUGS AND ALCOHOL POLICY

VALUES:

The Recruitment Company values a workplace which is healthy, safe and where employees and contractors may interact and socialise together in a positive way.

COMMITMENT:

The Recruitment Company is committed to workplace health and safety of all its employees and contractors. This includes a demonstrated duty of care regarding no illegal drugs and alcohol usage in the workplace.

OBJECTIVES:

The objectives of this policy are to:

- Prevent incidents involving the inappropriate use of alcohol and drugs in the workplace;
- Establish a work environment free from the use of illegal drugs and the abuse of alcohol;
- Identify when alcohol is permitted at company endorsed events;
- Promote responsible service of alcohol.

LEGISLATIVE COMPLIANCE:

The Recruitment Company, as part of its strategic and day-to-day operations, will endeavour to comply with the relevant legislation, standards, code of practices and other guidelines.

RESPONSIBILITY AND BEHAVIOUR:

The Recruitment Company expects a high level of behavior by its management, employees and contractors where alcohol is served at endorsed company events. This may include office drinks and boardroom functions where alcohol will be served in controlled quantities. Employees and contractors may also attend official lunches or functions at which alcohol is offered. It is expected that employees and contractors adopt a responsible attitude towards the consumption of alcohol at these events.

EDUCATION, COUNSELLING, DISCIPLINARY ACTION, TERMINATION

- The Recruitment Company, as part of its responsibilities, will implement and maintain The Recruitment Company Drug and Alcohol Policy.
- Whether at The Recruitment Company endorsed events or other work related functions, employees and contractors are cautioned to drink responsibly, particularly in relation to driving after an event.
- The Recruitment Company will not tolerate any actions that compromise the health and safety of its employees, contractors, clients or others, damages its corporate image and reputation, or that may result in any actual or latent damage.
- Employees or contractors are not permitted to represent The Recruitment Company or attend the workplace if they are impaired by the use of drugs or alcohol.
- Any employee or contractor visibly affected by drugs or alcohol at work will be counselled and/or disciplined with potential termination of employment.

Should you wish to discuss any aspects of The Recruitment Company's Workplace Health and Safety Policy please contact our Managing Director, Geoff Millar on 02 8346 6700 or geoffm@therecruitmentcompany.com