



FLIP OUT AUSTRALIA
Drug and Alcohol Policy

Policy Overview

Aim

This policy details the drug and alcohol policies and procedures of Flip Out.

Objectives

To provide a safe and healthy environment for all employees, by preventing the misuse of drugs or alcohol in the workplace.

Scope

This policy applies to management, employees and contractors within Flip Out and requires the full cooperation and assistance of all personnel.

Procedure

It is the policy of Flip Out that employees shall not work, report to work or remain on Company premises whilst under the influence of alcohol, prohibited drugs, prohibited substances or drugs/substances of dependence. Employees shall not bring the abovementioned items onto the Company's premises and work sites.

This policy encompasses all areas of the company, with particular emphasis on any employee who may be endangering themselves or other people while in control of equipment, plant and machinery, whether on site or off. Our Company places a major focus on the safety of its employees and visitors; in order to achieve the highest level of workplace safety and customer service, a zero tolerance level of drug and alcohol use or abuse has been adopted.

Employees may be subject to the administration of a drug and alcohol test if they are under suspicion of commencing or performing their work under the influence of prohibited drugs, alcohol or substances of dependence. To ensure policy is implemented, tests will be administered by a medical practitioner if a worker is suspected to be under the influence of alcohol or a prohibited substance.

Unreasonable refusal to partake in a workplace drug or alcohol test may result in an instant dismissal.

Under the circumstances where employees are required to take prescription medicine which may affect their ability to perform work safely, they are required to report it to their supervisor. The supervisor will provide an alternative working arrangement with suitable activities for the employee to perform.

Non-Compliance

Employees must accept responsibility for the standard of their performance and behaviour at work and must not carry out their work or behave in such a manner as may cause harm to themselves or to anyone else at the Company. This would include contravening the Drug & Alcohol Policy as set out above. Any non-compliance of this Policy will lead to disciplinary action being taken against the offending employee. Disciplinary action may include, but would not be limited to, suspension of the employee, the employee being sent home or an instant dismissal.

Review

This policy will be reviewed when required by changes to legislation or when company operations require it. Employees will be informed of any proposed changes.