

ALCOHOL AND OTHER DRUGS POLICY & PROCEDURE

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Drugs and Alcohol in the workplace

2. Scope

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

This policy applies during all hours of work at Hotelstaff as well as outside of working hours when dealing with members and clients of the organisation, including attending social engagements.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

3. Definitions

Alcohol	Is classified as a Drug. It is classified as a Central Nervous System (CNS) depressant, which means that drinking alcohol slows down brain functioning, neural activity, and further reduces the functioning of various vital functions in the body.
Drugs	Includes a range of substances incorporating prescribed medications, over the counter or non-prescription medications, legal and illicit drugs.
Illicit Drugs	Refers to drugs that the law deems illegal to use, possess, cultivate or traffic

4. Policy Statement

This policy will operate where drug or alcohol abuse may effect or impair an employee's, contractor's, subcontractor's or volunteer's conduct and or performance. This policy also applies where drug or alcohol abuse, may impact on the company's reputation, and or the safety of the employee, contractor, subcontractor or volunteer or any third party person in contact with the employee, contractor, subcontractor or volunteer.

Hotelstaff under no circumstances condones drug and alcohol abuse or impairment within the workplace or while performing duties under the direction of, or on behalf of Hotelstaff.

Hotelstaff is at all times committed to providing and maintaining a safe, healthy, and productive work environment.

Any employee, contractor or subcontractor who is found to possess, use, sell or facilitate the sale of, attempt to sell, give away all deliver illicit drugs or narcotics, while working on the premises of Hotelstaff or any location required to be attended in the performance of duties will have their employment terminated immediately and the police will be advised accordingly.

Any employee, contractor or subcontractor who suspects that they have a drug and/or alcohol abuse problem are encouraged to refer their situation to the Managing Director, who where appropriate, will offer advice on professional support services and assistance.

Participation in alcohol and drug testing procedures may be required of an employee, contractor or subcontractor in the performance of their duties. Testing requirements will be communicated in writing prior to engagement in the testing process, and authorisation granted in writing.

While alcohol may be consumed by employees at certain Hotelstaff sanctioned or invited functions, such consumption is to be in accordance with all relevant licensing and other legal requirements and in a manner that reflects responsible service and consumption.

Hotelstaff offices, vehicles, shared outdoor spaces (check in locations) are smoke free workplaces at all times.

Hotelstaff expects that a person driving a vehicle (private or Hotelstaff) that involves the transporting of employees or other persons for Hotelstaff purposes will have a zero-alcohol reading while performing this task.

5. Procedures

In a situation where an employee, supervisor or manager believes an employee is under the influence of drugs or alcohol they are required to report, the situation immediately to the Managing Director for discussion with the employee and assessment.

Common indicators that an individual may be under the influence of drugs or alcohol include;

- a change in an individual's speech pattern
- inability to perform standard / regular tasks
- lack of balance and or body coordination
- diminished, comprehension skills
- drowsiness, and/or loss of consciousness
- irrational or irregular behaviour including abusive, and/or threatening behaviour
- the destruction of property
- the smell of alcohol on the individual's breath
- inability to attend or absence from work

During the course of the discussion and assessment the employee, contractor or subcontractor will be advised formally of Hotelstaff Pty Ltd policy in relation to drug and alcohol consumption.

The employee, contractor or subcontractor will be asked to leave the workplace and transport or an escort may be organised.

A written record of the incident (Incident Report) will be completed by the delegated authority, including the taking of witness statements and provided to the Managing Director for consideration.

In cases where the employee, contractor or subcontractor has been involved in a safety related incident, including a workplace injury, death, property or equipment damage or a near-miss accident Hotelstaff Pty Ltd may request blood or other testing be completed.

The Managing Director shall make all determinations in relation to the termination of the engagement of an employee, contractor, or subcontractor.

6. Guidelines

Nil

7. Related Documents and Further Information

7.1. Legislation

Fair Work Act 2009 (cth)
Occupational Health and Safety Act 2004
Crimes Act 1958
Liquor Control Reform Act 1998
Road Safety Act 1986
Tobacco Regulations 2017

7.2. Documents

Employee Code of Conduct
Grievance/Dispute Resolution Policy

7.3. Links

Nil

8. Revision History

Effective	Version	Amendment
01/07/2014	1.0	Initial
07/05/2018	1.1	Reformatted
28/05/2019	1.2	Review – No Change
01/06/2021	2.0	version disclaimer added, definitions added for clarity, staff consumption policy added, smoking position added

9. Document Information

Effective	01/06/2021	Version	2.0	Authorised	SZPRINC, Nathan
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