

ALCOHOL & DRUGS

POLICY STATEMENT:

Logifix Freight Solutions believes that a healthy and productive workforce, safe working conditions free from the effects of drugs and alcohol, and maintenance of the quality of products and services provided by Logifix Freight Solutions are important not only to the business but also to its employees and the general public.

We conclude that the abuse of drugs and alcohol creates a variety of workplace problems, including injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity and a decline in the quality of products and services. Due to Logifix Freight Solutions' strong concerns in this area, the following comprehensive policy applies to all employees and managers.

PROCEDURE:

1. Recruitment Policies

- a. No person will be employed who is known to currently abuse, promote or sell illegal drugs.
- b. Illegal drugs are those substances recognised as a drug and/or defined as illegal under federal, state or local laws, including, but not limited to:
 - Marijuana/THC
 - Heroin/Opiates
 - Amphetamines & Meth Amphetamines
 - MDMA
 - Cocaine
 - Hallucinogens
 - Hashish
 - Synthetic drugs
 - Depressants not prescribed by a physician for treatment of a current condition
 - Stimulants not prescribed to the employee by a physician for treatment of a current condition
 - Abuse of prescription medication

2. Use or Possession of Alcohol, Narcotics and Other Controlled Substances

- a. No employee may possess drugs, narcotics or other controlled substances on business premises during working hours, including break or meal periods.

- b. The possession, distribution and/or consumption of alcoholic beverages on business premises is prohibited without management approval.
- c. Violation of this policy is cause for immediate disciplinary action up to and including dismissal.

3. Employees Deemed to be Under the Influence of Alcohol, Narcotics or Other Controlled Substances

- a. Employees are prohibited from reporting to work or performing their job assignments under the influence of alcohol, narcotics or other controlled substances at any time.
- b. Any employee who displays evidence of alcohol use, such as the smell of alcohol on the breath, will be immediately removed from the business premises. Appropriate action will be taken based on employment history and repeated violations.
- c. An employee's Manager may require an employee to be tested for drug or alcohol influence during any work shift. Logifix Freight Solutions may organise (through a registered medical practitioner) for the collection and testing of samples "upon reasonable suspicion" from current employees for the following purposes:
 - Investigation of possible employee impairment.
 - Investigation of accidents/near misses in the workplace.
 - Incidents of workplace theft.
 - Maintenance of safety for employees and the general public.
 - Maintenance of productivity, quality of products or services or security of property or information.
- d. "Reasonable suspicion" is defined as whenever an employee's observed behaviour, productivity levels, attendance records, demeanour, damage to property, security violation, injury to self or others, inability to perform their duties in a satisfactory or safe manner or any other unusual behaviour or circumstance raises the question about the employee's physical condition and/or fitness to perform his or her job.

4. The Selling, Soliciting or Dealing of Illegal Drugs

Any employee who is found to be a seller or who is involved in the sale, solicitation or dealing of illegal drugs or controlled (non-prescription) drugs will be summarily dismissed.

5. Employee Assistance

All current employees who recognise their need for counselling or medical assistance due to dependence upon drugs or alcohol may voluntarily contact the Managing Director or HR Representative and receive confidential assistance in determining options available and ways in which Logifix Freight Solutions will support their recovery. Support is available from several service providers including the Australian Drug Information Network (ADIN.com.au).

Logifix Freight Solutions will endeavour to support the employee in any reasonable way possible, including time off for rehabilitation and so on.

6. Search

- a. Logifix Freight Solutions will take whatever measures are necessary to find out if alcohol or illegal drugs are located on or being used on the Business's premises.
- b. Logifix Freight Solutions reserves the right to inspect any bag or package taken from or brought into the Business's premises. This includes suspicion of alcohol or illegal drug use. If any employee refuses to submit to a search (package only) after the reason for the search has been fully explained, the employee will be removed from service and may be terminated for insubordination.

7. Work Functions

- a. Employees are reminded that at times alcohol may be provided at work functions. Prior knowledge will be provided so that all employees can organise to get home from the function safely. It is the responsibility of each employee to take responsibility for their own actions and be aware of alcohol limits if intending to drive. Drink driving is a crime and puts employees and the Logifix Freight Solutions business at risk.
- b. From time to time as a result of a work function, alcohol may be kept on the Logifix Freight Solutions premises, such as wine or beer in the kitchen fridge. It is against Logifix Freight Solutions' policy for any employee to consume any business-owned alcohol without express approval by one of the Business Owners.
- c. Under no circumstances is any employee under eighteen (18) years of age to consume alcohol at work or at any Logifix Freight Solutions function. No employee is permitted to provide alcohol to an underage employee under any circumstances.
- d. At any time should the business owners instigate a 'Friday afternoon drink,' on these invited occasions only, staff may have a maximum of two (2) drinks and must behave in line with all business policies. Logifix Freight Solutions encourages all employees to make alternate arrangements, instead of driving to get home after work if they choose to have an alcoholic drink when invited.