

## Fit for Work Policy

CDI recognises that alcohol and other drugs pose a serious threat to the safety and health of all Personnel in the workplace. As such, this threat is managed as a hazard. In order to address and control the risks associated with this hazard CDI will:

- Ensure all employees undergo an appropriate pre-employment medical including an alcohol and other drugs screening test prior to the offer of employment.
- Ensure personnel declare when taking relevant prescribed drugs that may affect their perception. This information will be recorded on the personnel's human resources file/ induction and remain confidential. Their duties may be restricted depending on the risks presented by the effect on the individual.
- Ensure CDI Employees, subcontractors and contractors do not drink alcohol, do not bring or use drugs at any CDI workplace, except:
  - for legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your reporting manager may assign you other duties while you're taking the medication.
  - at workplace-based social events: This is dealt with in more detail under Social events in this policy.
- Conduct random alcohol and other drugs screening for personnel working on CDI sites. Personnel are made aware of this by distribution of this policy at company induction and via CDI site-specific inductions.

If the screening confirmatory test shows the person to be affected by alcohol or other drugs, they will be removed from site until they can produce a clear test at their own expense. At management's discretion, participants whose screening shows any level of alcohol or other drugs may have their employment/ contractual agreement terminated. Where contractors, subcontractors or their agents have taken a test which confirms alcohol or other drugs in their system, the contractual relationship may be jeopardized or terminated.

Results of the screening tests are kept confidential and information will only be released on a need-to-know basis and at the consent of the employee. The people informed will be the person tested, the HR Manager, Managing Director, and the relevant Manager.

## Social events

Responsible social events are held at this workplace (such as Christmas parties, mid year staff functions, client meetings). To ensure everyone remains safe: -

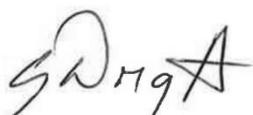
- everyone is expected to act responsibly
- non-alcoholic drinks and food will be encouraged
- alternative transport arrangements are to be provided for participants consuming alcohol.

Personnel adherence to this policy is a condition of employment/ contractual agreement. Any breach of the policy will lead to normal disciplinary procedures being applied.

### **Review of the Policy**

This policy will be reviewed every three years.

Personnel wishing to discuss any aspect of this policy are invited to contact the CDI Human Resources Manager.



Garry Wright  
Managing Director  
5<sup>th</sup> September 2023