

## **DRUG & ALCOHOL-FREE WORKPLACE POLICY**

Intu is committed to maintaining a safe, productive work environment. An employee who is under the influence of drugs or alcohol poses a serious threat to individual safety, productivity and quality. The manufacture, distribution, dispensation, or use of drugs, controlled substances or alcohol on Company or customer premises, on Company business or at any Company or customer work site is prohibited. (This includes all land, property, building and parking areas.)

The only exception to this policy is for Company approved or sponsored functions or business related meetings which have the Company's approval to serve alcohol. At such functions or meetings, moderate consumption of alcohol is permitted but reasonable standards of conduct must be maintained.

Employees are prohibited from being at work while under the influence of alcohol, illegal drugs or controlled substances. Any employee violating this prohibition will be subject to disciplinary action up to and including summary dismissal.

An employee or worker taking a drug or medication (whether or not prescribed by a medical practitioner for a medical condition) which is known or publicised as possibly impairing judgement, coordination or other senses which are critical to the safe, productive performance of his/her job, must notify his/her supervisor prior to starting work. Management will decide whether it is safe for the employee to work under those circumstances and/or whether any special precautions or work restrictions are necessary.

It is a condition of employment that employees must agree to notify the Company of any criminal drug related conviction, plea of guilty or not guilty or Police caution for an offence occurring in the work place, within five days of such event. Where the offence is work related, the employee will be subject to disciplinary action. In the absence of any mitigating circumstances, the offence will be treated as gross misconduct.

Employees may be subject to unannounced random screening. The Company reserves the right to operate 'for cause' testing where circumstances indicate this may be required.

If a worker appears to be under the influence of drugs or alcohol, his/her manager has the right to send the worker home and they will be considered unfit for work. A decision will be taken with regard to taking disciplinary action in liaison with the HR Department.

At locations or on projects where stricter rules are in force, then those rules take precedence over those contained in this Policy.

This policy is linked to intu's quality, safety, health and environment ("QSHE") standards. Compliance with this policy forms part of employees' terms and conditions of employment.