



ALCOHOL AND OTHER DRUGS POLICY

All employees of Envirotrim are prohibited from selling, distributing, manufacturing, possessing or consuming alcohol or other drugs during working hours or when on the work locations of Envirotrim. Employees are also prohibited from arriving at work or returning to work from any break under the influence of alcohol or other drugs.

There may be certain occasions where alcohol may be available at Envirotrim functions though generally these functions will not take place during working hours. In these specified situations, Envirotrim accepts that alcohol may be consumed within the appropriate guidelines.

In instances when employees attend workplace functions or functions on behalf of Envirotrim, management and employees will be expected to behave in a professional and responsible manner ensuring duty of care.

In circumstances where an employee is taking medically prescribed drugs to manage a specific condition that may interfere with their work performance, they are to notify their Managing Director/supervisor. The Managing Director/supervisor in consultation with the employee (and the employee's doctor if relevant to the particular circumstances) may (if practicable) make adjustments to the work requirements of the employee concerned. If this is not possible and the situation is temporary, the employee will either resume or commence sick leave until able to resume work.

Management full endorses the Alcohol and Other Drugs Policy and QHSE Management System that has been implemented.

Wayne J Roach
Director

4/1/19