

Drugs and Alcohol Policy

Real Time Australia Pty Ltd (“Company”) is committed to providing a safe workplace and the establishment of programs and attitudes that contribute to a safe working culture. The Company also endeavours to maintain a positive professional profile with customers, suppliers and other members of the public.

The Company is committed to the workplace health and safety of all its employees and contractors. This includes a duty of care with regard to no illegal drugs and the consumption of alcohol in the Workplace.

The purpose of this policy is to:

- Provide a Workplace where the use or possession of Prohibited Drugs (drugs whose use, possession, sale or manufacture is prohibited by law) is not tolerated
- Create a work environment free from the abuse of alcohol and Non-Prohibited drugs
- Prevent incidents involving the inappropriate use of alcohol and Non-Prohibited drugs (prescriptions or over-the-counter drugs) in the workplace
- Identify when alcohol is permitted and in those instances promote the responsible service of alcohol.

The Company will endeavour to comply with all relevant legislation, standards, code of practices and other guidelines at all times.

The Company requires Management, employees and contractors to behave appropriately at all times when alcohol is served at approved Company events. Employees and On Hire Workers may also be required to attend Client lunches or functions where alcohol is available. It is expected that employees and contractors will behave appropriately and responsibly regarding the consumption of alcohol at these events, particularly if driving after the event.

Where a person is working for clients of the Company (“Host Company”), they must comply with the Host Company’s policies relating to drugs and alcohol and related testing methods. Host companies may also conduct unannounced searches for drug or alcohol on company premises, and may conduct random alcohol and drug testing, subject to their own policies.

Employees or Contractors are not permitted to represent Real Time Australia or attend the workplace if they are impaired by the use of drugs or alcohol.

Any employee or On Hire Worker affected by drugs or alcohol at work will be counselled and/or disciplined with potential termination of employment.
