

Drug and Alcohol Policy

People affected by alcohol and/or other drugs are a safety hazard to themselves and all others present in the workplace. It is Alignz Recruitment's intention to provide a safe and healthy workplace for all employees that is free from the effects of alcohol and drugs.

Alignz has a zero-tolerance policy with regards to an individual being under the influence of drugs or alcohol whilst deemed to be at work. As an employer we have a duty to provide a safe workplace not only for our employees but also to ensure a safe work environment for our clients and for anyone else who may be affected by workplace activity.

Under the Health and Safety at Work Act 2015, employers are required to take all practicable steps to achieve this end.

All employees of Alignz Recruitment (Alignz) have a legal and ethical obligation to ensure their own personal safety while at work, and to ensure that no action or inaction on their part will cause harm to any fellow employee or any other person in the workplace. The use of drugs or abuse of alcohol at any workplace, or when representing the company, is considered serious misconduct and may result in the termination of employment.

Policy Objectives

- To increase the awareness of Alignz's candidates of the harmful effects of drugs and alcohol both in the workplace and society.
- To provide appropriate personnel with the skills to effectively intervene in the event of unsafe work practices caused by alcohol and/or drugs.
- To inform candidates of the availability of drug and alcohol referral/assessment and treatment services.
- To support and encourage self-reporting where an individual identifies that their own or another's use of drugs or alcohol may have impaired or affected their ability to perform their duties.
- To align with Alignz' Client's Drug and Alcohol policy requirements wherever possible.

Definitions

Alcohol Test: analysis of saliva, breath, or blood for the presence of alcohol.

Drugs: means any mind altering or legally controlled substance unless it is prescribed by a Doctor and used in accordance with medical directions. This includes any drugs listed in the Misuse of Drugs Act 1975 and any drugs listed in the "AS/NZS 4308:2008: Procedures for specimen collection and quantitation of drugs of abuse in urine". It may also include drugs other than those listed in the Standard, such as those drugs referred to as "designer drugs", including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives.

Drug Screen/Drug Test: terms are interchangeable. The analysis of bodily fluids to assess the presence of drugs and their metabolites. Testing may be undertaken to establish the presence of substances which affect workplace performance or behaviour, or which are prohibited under a Client's code of conduct.

Prescription Medication: medication that can be supplied only on a prescription of a medical practitioner, midwife, or dentist.

Safety Sensitive Environment: environments that can and should be considered "Safety Sensitive" may include, but are not limited to, such environments as industrial manufacturing/processing sites, food processing, civil construction, construction, engineering sites/workshops, warehousing and distribution environments and any workplace that requires the driving of vehicles and operation of heavy equipment. Alignz reserves the right to determine where drug screening/testing is required.

Post Treatment Testing

- Post treatment testing may be undertaken, either by Alignz or a third-party testing agent, following a candidate completing counselling or rehabilitation for any drug/alcohol dependency problem.
- Any post treatment testing may be at the candidate's cost and will be discussed with the candidate before their return to work.

Random Screening

- Random screening may be undertaken on a random basis, with or without cause and with or without notice.
- Random screening may be undertaken by Alignz, Alignz' client when requested, or a third-party testing agent.
- Random screening may be required for those associates who work in safety sensitive environments, as determined by Alignz.

Periodic Testing

- Where a candidate is placed into a safety sensitive environment, a candidate may be drug and/or alcohol screened every 12 months (or other time as specified by any of Alignz' clients) post their Alignz Induction, providing they are still an active candidate with the company. This screen will not be required if the candidate has undergone a drug screen within the previous 12 months for any reason as required/requested under this policy.
- Where a Client's needs require, a candidate may be screened at periodic intervals.
- The candidate will be provided with up to 48 hours' notice of the requirement to undergo a drug or alcohol screen.

Any screening/testing for drugs and/or alcohol may be undertaken using a variety of testing techniques. These include, but are not limited to, oral fluid screening, urinalysis, and breathalysers. All screens will be reported as negative/non-negative. In some circumstances screen results may be sent for further laboratory confirmation. If the candidate or candidate disputes the results of the screen, they are able to request to be rescreened at their cost by a third party provider or have the results of the initial screen sent for confirmation testing at an approved laboratory at their cost. If the confirmed result differs from the original screen result (i.e. non-negative to negative), Alignz will reimburse the candidate for this expense upon evidence of payment.

In any situation, if a candidate returns a non-negative drug or alcohol screen/test result, or fails to provide a sample for screening upon request, Alignz is under no obligation to employ or provide assignments or further work opportunities and disciplinary action may be taken.

All screens/ tests and processes will conform to and be conducted within the guidelines set out in the following Acts and any other relevant Regulations and Codes of Practice: Health and Safety at Work Act 2015, The Privacy Act 1993, Human Rights Act 1993 and New Zealand Bill of Rights Act 1990 and The Code of Health and Disability Services Consumers' Rights in relation to consent, collection and storage of information, ensuring the correct chain of custody/documentation and sample integrity is adhered to and maintained.

preemployment drug/alcohol screen in accordance with the Client's recruitment process or Drug and Alcohol Policy. Where a candidate fails an alcohol test or provides a non-negative drug screen result in this instance, the candidate authorises the client to release the results to Alignz to undertake any investigation required under Alignz's Drug and Alcohol policy. Alignz may at their discretion, request further testing of the associate.

Individuals taking Prescription Medication

Individuals working for Alignz who need to take prescription medication must disclose in writing to Alignz the use and nature of medications and if the effects of the medication are likely to affect their performance. If the candidate is requested to participate in any drug or alcohol screen/test they must disclose any prescription medication they are taking, as it could influence the result of the test.

Consent

Candidates or associates required to undergo screening under this policy may be required to sign a consent form to screen either from Alignz, Alignz's client or a third-party provider.

Controlling/Monitoring


All candidates must read and understand this policy as part of their pre-employment screening and induction. Drug screening/testing will be undertaken at a cost to Alignz Recruitment other than where a candidate or candidate requests rescreening/retesting. This cost will be borne by the individual concerned unless initial results are overturned.

Any breaches or suspected breaches of this policy must be reported for follow up by the appropriate manager. Alignz Recruitment reserves the right to amend this policy at any time, which may include adding or amending a list of prohibited Drugs.

Declaration

In signing this policy, the candidate understands:

- the information and requirements of this policy, and agrees to abide by these requirements; and
- the circumstances when screen/test results and information may be released to Alignz, Alignz' Client's and/or third-party providers; and
- the circumstances screening/testing for drugs or alcohol may be required by Alignz or its clients; and
- the process and potential outcomes following any failed drug screen or alcohol test result provided under this policy.



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Lesa Tyrell
General Manager