

AUSPOL-006 FIT FOR WORK POLICY (*inc Drug & Alcohol*)

PURPOSE

To ensure compliance with our moral, legal and ethical 'duty of care' to provide a safe and healthy work environment for workers, contractors, sub-contractors, suppliers, clients and visitors at any work site under our direct control. This is extended to include members of the public and anyone who may be impacted by our operations.

AusLinc Pty Ltd is committed to the well-being of its employees, contractors and sub-contractors, and to enabling its everyone to perform their work in a manner which is productive but does not jeopardise their own safety or the safety of others. AusLinc Pty Ltd aims to have a culture where it is unacceptable to come to work in a condition that renders a person not physically or mentally fit for work. This includes but is not limited to:

- being under the influence of alcohol or illicit drugs;
- adversely affected by fatigue;
- adverse reactions to over the counter or prescribed medications;
- suffering mental health conditions;
- an undisclosed pre-existing injury; or
- displaying any symptoms of a transmittable condition (*including Coronavirus or a similar condition*).

OBJECTIVES

To achieve a safe and healthy working environment and culture within AusLinc Pty Ltd by providing clear and consistent information, support and training to achieve the commitment and cooperation of its management, workers, contractors, sub-contractors and visitors on any site under our control or at any other time when acting on behalf of, or representing, the Company.

AusLinc Pty Ltd will:

- comply with ethical, moral and legislative requirements to provide safe systems of work and a safe working environment where employees, contractors and sub-contractors declare they present Fit for Work every shift they are scheduled to work;
- encourage all workers that if they are unwell, they must take responsibility for helping to protect others and must stay away from the workplace to prevent a spread of any transmittable condition to others;
- test all employees, contractors and sub-contractors for the presence of intoxicants in a fair and structured manner;
- provide a structured program to assist all workers in their returning to work following an injury or illness;
- advise all workers, including all persons who enter the premises to perform work of any nature on behalf of AusLinc Pty Ltd, that they must maintain a 0.00% BAC and may be subject to testing; and
- ensure the safety and wellbeing of workers and the quality of AusLinc Pty Ltd services is not compromised by the presence of people who are not Fit for Work.

AusLinc Pty Ltd does not and will not condone:

- the use, sale or possession of any illegal/prohibited substance or alcohol at the workplace or a work-related event; or
- the presence of any worker or visitor who is adversely affected by alcohol at the workplace or work-related event; or
- the consumption of alcohol at the workplace or at a work-related event without express management permission; or
- Use of any illegal/prohibited substance or alcohol to try to "beat" fatigue related symptom; or
- Pressuring workers to come to work when they have declared themselves unfit.

DRUG & ALCOHOL SCREENING & TESTING

As part of these efforts to achieve the highest standards of health and safety AusLinc Pty Ltd has a ZERO tolerance and BAC level must be 0.0 g/100ml. AusLinc Pty Ltd has a drug and alcohol testing program in place for all potential and current employees, contractors and sub-contractors. Urine testing may be requested under the following situations.

In the event that the employee, contractor or sub-contractor declares that they are taking any medications prescribed by a certified medical practitioner and this can be verified with a prescription and / or the medication being provided in the original packaging, this will not result in a positive finding and confidentiality will be maintained.

All drug screening will be conducted by an external authorised testing agency and any results returned with a *non-negative* reading will be sent for additional testing.

REASON	DESCRIPTION
Pre-employment	Testing employees, contractors or sub-contractors before they are engaged by AusLinc Pty Ltd.
Blanket testing	Testing all employees, contractors or sub-contractors in a single event.
Random testing	Randomly selecting a proportion of employees, contractors or sub-contractors to be tested
Post-incident	Conducting a test after an accident, incident or near miss involving any employees, contractors or sub-contractors engaged by AusLinc Pty Ltd
'For cause' testing	When there are concerns about an employee, contractor or sub-contractor behaviour and / or performance
Self-testing	Providing employees, contractors or sub-contractors with access to the means to test themselves, to assure they attend work in safety
Return to work	If an employee, contractor or sub-contractor has previously returned a positive test, they will be required to test negative before returning to duty

ASSISTANCE PROVIDED

To assist compliance with this policy and the associated procedures, AusLinc Pty Ltd will be undertaking the following broad activities:

- Encourage “an open door” approach for all workers to communicate openly and seek support if required;
- Aim to support workers who are deemed Unfit for Work in a fair and ethical manner, so far as reasonably practical and beneficial to do so;
- Provide access to ongoing training & education to all employees through information sessions and inductions; and
- Treat all disclosures with the utmost confidentiality and sensitivity while providing appropriate support and / or referrals.

DISCLOSURE OF PRE-EXISTING INJURIES OR CONDITIONS

Being Fit for Work does not only refer to drug, alcohol or fatigue related matters, although they are common reasons for being Unfit for Work. AusLinc Pty Ltd are aware that individuals may have pre-existing injuries, conditions or limitations around their physical and / or mental health.

While respecting the privacy of individuals, the onboarding process requests disclosure of any pre-existing injuries, conditions or limitations around their physical and / or mental health to ensure that work tasks and environments are in line with the individual's capacity and ensure they are fit for the role and any pre-existing is not aggravated or exacerbated by their work-related duties or environments.

RESPONSIBILITIES

- The Managing Director is accountable for the Company's compliance with this policy and must demonstrate due diligence in all HSE matters.
- The HSE Compliance Officer is responsible for ensuring this policy is maintained and current versions available.
- All line managers and supervisors are responsible for ensuring the correct procedures are implemented.
- Employees, contractors, sub-contractors and suppliers are responsible for:
 - working safely to ensure their own safety and health; and
 - making sure their actions do not cause injury or harm to themselves or others; and
 - following Company written instructions on safety and health; and
 - asking for assistance if they do not understand the information; and
 - taking care of any equipment (PPE) in the way instructed and reporting any concerns about it; and
 - reporting any hazards, injuries or ill health to the relevant supervisor; and
 - cooperating fully with AusLinc Pty Ltd when something needs to be actioned.

- All workers must declare themselves to be fit for work, unimpaired by fatigue, drugs or alcohol, before every shift

RELATED COMPANY WRITTEN INSTRUCTIONS

- AUSPRO-001 Fit for Work
- AUSPRO-002 Fatigue Management
- AUSPRO-010 Remote or Lone Worker
- AUSPRO-011 Injury Management & RTW
- AUSPRO-021 Coronavirus (COVID-19)
- AUSDOC-001 Employee Application
- AUSDOC-003 Employee Induction Manual
- AUSDOC-098 HSEQ Management Plan

COMMITMENT

This policy is fully approved and supported by the AusLinc Pty Ltd management and reviewed on an annual basis, or earlier if changes are required based on changes to legislation or company operating standards.

Approved by: Craig Tait

MANAGING DIRECTOR: Crait 01/12/2024