



# Alcohol and other Drugs Policy

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## Introduction

St Kilda Mums (also trading as Eureka Mums and Geelong Mums) (the Organisation) a commitment to provide a safe, healthy and productive workplace. The organisation is concerned by factors affecting an employee's ability to safely and effectively perform their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

## Aim

This policy aims to:

- maintain a safe and healthy work environment
- reduce the costs associated with alcohol and other drugs to the organisation and individuals
- link action on alcohol and other drugs issues with other occupational health and safety initiatives, and
- provide access to information on alcohol and other drugs use and encourage those with problems to seek assistance.

## Scope

This policy applies to all staff, volunteers, and to anyone who represents the Organisation in any way, including those who contract to, or visit the Organisation.

## Code of behaviour

- The Organisation has a zero tolerance policy in regards to the use of illicit drugs on its premises or the attending of other business related premises while under the influence of illicit drugs. Contravention may lead to instant dismissal.
- The Organisation does not tolerate employees attending work if impaired by alcohol. This may result in performance improvement action or dismissal.
- Driving over the legal limit or under the influence of illicit drugs is illegal.
- Employees whose role it is to perform safety sensitive tasks, must have zero blood alcohol, not be under the influence of illicit drugs, or prescription medication where driving is not advised.
- The Organisation, at times, makes alcohol available to staff over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee.

- When attending functions as a representative of the organisation where alcohol is being served and should you intend to consume alcohol, please ensure that you have made alternate arrangements to ensure that you do not drive home. Please ask your manager for permission to book a taxi or uber.
- When attending a social event with work colleagues, this policy also applies, however the CEO should approve all travel expenses in advance of the event.

### **Roles and responsibilities**

It is every employee's responsibility to evaluate and contribute to this policy, and to report incidents and concerns.

All staff are responsible for the following;

- monitor work performance
- investigate and document incidents and reports
- approach an employee or volunteer who may be intoxicated

Managers are responsible for the following;

- impose a corrective measure
- if necessary, impose a measure that addresses the conduct, such as referring the affected employee to counselling / rehabilitation.

Where an employee has breached this policy, there will be action taken by management which could include removal from duty with immediate effect, and termination of your employment.

### **Policy review**

This policy will be reviewed and updated every two years or sooner if required. It will be readily accessed by all staff via the People & Policy App on Salesforce.

This policy will be published on the St Kilda Mums website.

Any questions in relation to this Alcohol and other Drugs Policy, please contact the CEO.

### **Policy Implementation Documents**

The following documents are to be used in conjunction with this policy:

- Employee Handbook
- Code of Conduct
- Volunteer Policy and Procedure Manual