

Alcohol & Drug Policy Statement

This statement applies, at the workplace, to all staff members of DKW Personnel Ltd. We are committed to providing and maintaining an alcohol and drug free working environment for our employees, visitors, and all people using our premises as a workplace and ensuring the safety of personnel representing DKW Personnel on sites not directly in the control of DKW Personnel Ltd.

To ensure an alcohol and drug free work environment, DKW Personnel Ltd will develop and maintain a Health & Safety management system.

Management will:

- Show our responsibility and commitment to ensure a zero tolerance, alcohol and drug free workplace for all staff.
- Ensure that the staff at DKW Personnel Ltd can work in an environment free of alcohol and drug use or abuse.
- Outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- The company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, DKW Personnel Ltd reserves the right to conduct searches for alcohol or drugs.
- Where the Employer has reasonable grounds for suspecting that the Employee is under the influence of illegal drugs while at work, the Employer may require the Employee to undergo a non-intrusive drug test which will be conducted by a registered medical professional.

Every employee is expected to share in this commitment to an alcohol and drug free workplace by:

- All individuals working at DKW Personnel Ltd are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably.
- It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor who will remove any staff member who is suspected of breaching this policy.
- If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their leader or production manager.

The Health and Safety Committee includes senior management representatives and union and other elected Health & Safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning Health & Safety policies, systems and practices.

DKW Personnel Ltd wants to emphasise that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

Rani Rangimoekau
(Director - DKW Personnel Ltd)
22 February 2015

Grant Richardson
(Health & Safety Officer- DKW Personnel Ltd)
22 February 2015