

SECTION FOURTEEN - DRUG AND ALCOHOL POLICY

1. CROM-DIG LTD IS COMMITTED TO:

- Providing a safe working environment free from the effects of alcohol and drugs, where all employees feel safe from the dangers such substances can bring to people and the workplace. Crom-Dig Ltd will:
- Work with employees to promote an environment free from the harmful effects of alcohol and drug abuse.
- Provide education for awareness and training of the potentially harmful effects of drugs and alcohol in the workplace to all managers & employees.
- Treat all employees, including managers, consistently across the board in respect to, reasonable cause testing, selection and the application procedure.

“A DRUG AND ALCOHOL FREE WORKPLACE IS A SAFE WORKPLACE”

2. DEFINITIONS:

2.1 ‘Drugs’

- The term ‘Drugs’ refers to illicit drugs such as, but not limited to - opiates (which include heroin and morphine), cocaine, cannabinoids and amphetamines, synthetic or designer drugs that induce “legal highs” and also includes, but not limited to prescription drugs such as benzodiazepines (tranquillisers and sedatives).

2.2 ‘Alcohol’

- The term ‘Alcohol’ refers to any beverage that contains ethyl alcohol (ethanol), including but not limited to - beer, wine and distilled spirits.

2.3 ‘Collector’

- The term ‘Collector’ refers to the accredited workplace drugs testing organisation.

2.4 ‘Donor’

- The term ‘Donor’ refers to the person giving the specimen or sample.

2.5 ‘Crom-Dig Ltd’

- Refers to the employer – Crom-Dig Ltd

2.6 ‘Non-Negative Result’

- The term ‘Non-Negative Result’ refers to a test result that indicates the presence of drugs in the urine sample taken by a collector, this result is indicative only at this stage.

2.7 'Negative Result'

- The term 'Negative Result' refers to an accredited testing laboratory test result showing the presence of drugs in the test sample as being lower than the accepted international standard as defined by the Australian / New Zealand Standard AS/NZS 4308:2008.

2.8 'Positive Result'

- The term 'Positive Result' refers to an accredited testing laboratory test result, showing the presence of drugs in the test sample higher than the accepted international standard as defined by the Australian / New Zealand Standard AS/NZS 4308:2008.

2.9 'Crom-Dig Ltd Place of Work'

- The term '**Crom-Dig Ltd Place of Work**' refers to, but not limited to any; project site, facility, property; vehicles, that are owned, rented or hired by Crom-Dig Ltd.

3. CODE OF CONDUCT

- In any organisation it is necessary to set rules governing conduct and procedures to ensure the smooth running of the Company. Conduct which threatens personal health, well-being, the safety and security of employees, including management staff, or which endangers plant, property, vehicles or product is unacceptable.
- Crom-Dig Ltd Policies & Procedures contain matters of policy, responsibilities and procedures relating to the day to day activities of Crom-Dig Ltd, and adherence to these, forms part of an employee's or manager's conditions of employment. Where an employee, including managers, refuses to undergo a drug/alcohol test, or turn out their clothes pockets, the refusal may be treated as **Serious Misconduct**.
- Alcohol consumption on Crom-Dig Ltd premises is restricted to areas allocated for social functions and at times set by Management/Directors. It is a Crom-Dig Ltd requirement that a Manager/Director be present during the entire function and responsible for adherence to the alcohol policy, to ensure that the agreed time frame is kept to, to ensure consumption is moderate, and to avoid intoxication.
- Employees who drive company vehicles must not consume alcohol during working hours or while at work.
- Any employee, who is driving a company vehicle and is found to have an excess breath alcohol level and is charged by the police as being over the legal limit for driving will be subject to disciplinary action including dismissal.
- Any employee who is required to have a valid driving licence as part of their role requirement and is found to have an excess breath alcohol level resulting in the loss of their licence whilst driving a personal vehicle may be subject to disciplinary action including dismissal.
- For all other times outside of working hours where employees enjoy personal usage of company vehicles, it is the employees responsibility to ensure the arrive home safely without breaching this policy and applicable legislation of the country in which they reside.
- Employees under the scope of this policy must not under any circumstances operate machinery for the purposes of company-related activities or otherwise while under the influence of any level of alcohol

- **All** Crom-Dig Ltd employees, including managers, reporting to work under the influence of drugs or alcohol will be sent home on full pay and will be required to attend a disciplinary meeting which may lead to disciplinary action up to and including dismissal.
- **All** Crom-Dig Ltd employees, including managers, must comply with the Drug & Alcohol Policy.
- **All** Crom-Dig Ltd employees, including managers, that are required to do work on other business premises for any reason, and are representing Crom-Dig Ltd in any capacity such as a conference, trade show etc must fully comply with Crom-Dig Ltd and the host businesses' Health & Safety Policy and Drug & Alcohol Policy or guidelines.
- **All** Crom-Dig Ltd employees, including managers, travelling overseas on Crom-Dig Ltd business must fully comply with local customs, legislation, as well as the host businesses' Health & Safety and/or Drug & Alcohol policy or guidelines. Failure to do so may result in disciplinary action up to and including dismissal.

3.1 Possession of Drugs or Alcohol

- Definition: The use, making, sale, purchase, transfer, distribution, consumption, or possession of illicit drugs or alcohol while at work, at a work function or a work conference such as, but not limited to - opiates (which include heroin and morphine), cocaine, cannabinoids and amphetamines, synthetic or designer drugs that induce "legal highs" and also includes, but not limited to - prescription drugs such as benzodiazepines (tranquillisers and sedatives) and ethyl alcohol.
- Alcohol may only be consumed in moderation at controlled functions with Director's prior approval and Senior Managements supervision to ensure employees, including managers, do not become intoxicated.
- Possession of illicit drugs such as, but not limited to - opiates (which include heroin and morphine), cocaine, cannabinoids and amphetamines, synthetic or designer drugs that induce "legal highs" and also includes, but not limited to, prescription drugs such as benzodiazepines (tranquillisers and sedatives) and ethyl alcohol on Crom-Dig Ltd worksites or in a Crom-Dig Ltd vehicle, is strictly prohibited and may result in disciplinary action up to and including dismissal.

3.2 Searches for Drugs and Alcohol

- The Management of Crom-Dig Ltd reserves the right to conduct searches for drugs and alcohol within Crom-Dig Ltd Place of Work (refer definition 2.9, page 2). To this end, Crom-Dig Ltd reserves the right to conduct searches for illicit drugs or alcohol, including but not limited to, searches of vehicles, filing cabinets, desks, packages, and bags etc.

3.2.1 Searches for Drugs or Alcohol Concealed in Clothing

- The Management of Crom-Dig Ltd reserves the right to request the possessor or user to turn out their own clothes pockets, failure to comply with this request may result in disciplinary action up to and including dismissal.
- Searches may be facilitated by the use of trained drug detection dogs if the Management deems it necessary to do so.
- Searches of the alleged possessor or alleged users clothing or person by Crom-Dig Ltd staff is **strictly prohibited**.

- Personal searches or frisking may **only** be undertaken by the New Zealand Police if they have reasonable grounds to think the alleged possessor or user has drugs concealed about their person, or the alleged possessor or alleged user has been formally arrested.

3.2.2 When illicit drugs or alcohol is found on a person:

- Any drugs or alcohol found as a result of such a search will be photographed, the photograph signed by the employee representative and a Crom-Dig Ltd management representative and held in a secure location by designated persons.
- Where the makeup of the substance is not readily identifiable the Management may request a sample for AS/NZS 4308 laboratory testing.
- Refusal to submit a sample for testing will be considered serious misconduct and may result in disciplinary action up to and including dismissal.
- If the impounded substances are tested and found to be alcohol or illicit drugs, this will be considered as serious misconduct and may result in disciplinary action up to and including dismissal.

4. ALCOHOL & DRUG TESTING

- The test will be carried out by an accredited workplace drugs testing organisation. The results of any test will be kept confidential to the Management of Crom-Dig Ltd and to the employee and shall be used only in relation to determining fitness to work and to assess whether there has been a breach of Crom-Dig Ltd Code of Conduct.

4.1 Testing for Alcohol

- This procedure will be carried out by the appointed accredited workplace drugs testing organisation.
- The breath alcohol test will be conducted using an approved testing device which meets the Australian Standard: AS 3547-1997 "Breath Alcohol Testing Devices for Personal Use". This requires the Employee or Contractor to blow into the device using a disposable mouthpiece.

4.2 Alcohol Testing Procedure

- The first test will require the employee to blow into the device with the mouth-piece attached.
- If the result is negative, no further test follows.
- If the result is positive, a new mouth-piece is inserted into the device and the employee blows into this for the second test.
- The time and result are recorded.
- For the second test to be positive there must be an indicated level of alcohol.

4.3 Alcohol Limits in the Workplace

- Crom-Dig Ltd operate a zero tolerance policy for alcohol.
- If the 1st reading shows zero evidence of alcohol per litre of breath the result is deemed negative and the individual can return to full duties

- If the reading records a level over zero micrograms of alcohol per litre of breath the result is deemed to be “Detectable”.
- Following a “Detectable” or “Positive Breath Alcohol Test”, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece.
- If the confirmatory result records a zero level of alcohol per litre of breath the result is deemed negative and the individual can return to full duties.
- If the confirmatory result records a level over zero micrograms of alcohol per litre of breath, the test is deemed to be a Positive Breath Alcohol Test.

4.4 Testing for Drugs

- The drugs tested for including, but not limited to, cannabinoids, opiates, amphetamines, cocaine and benzodiazepines. The purpose of the drug test is to determine whether an employee has levels of illicit drug(s) or prescribed drug(s) synthetic or designer drug(s) present in urine, higher than the accepted international standard as defined by the Australian / New Zealand Standard AS/NZS 4308:2008. Results of the drug test can only be used for the purpose for which they are obtained.

The person being tested by the appointed accredited workplace drugs testing organisation will:

- Be asked to complete a drugs testing custody and control form.
- Provide a specimen, in the private toilet of the accredited workplace testing organisations or in a testing van.
- Will be able to observe the entire collection, processing and chain of custody procedure of the specimen.
- Be asked to read, sign and date the chain of custody statement certifying the specimen is that individual’s and has not been changed or altered at the time of collection.
- Will be asked to note the temperature on the collection bottle and verify the temperature reading was correctly recorded on the form.
- The appointed accredited workplace drugs testing organisation will dispatch the sample to the accredited laboratory for further testing.

5. Drug Testing Procedure for Crom-Dig Ltd Place of Work.

The drug testing procedure is as follows:

- The drug test is likely to involve the testing of a urine specimen. If, in the future, less intrusive but equally effective methods of testing become available, the Crom-Dig Ltd Management will endeavour to use them.
- All aspects of the testing procedure for drugs will be carried out in a confidential and private manner.
- For reasonable cause testing, the relevant Supervisor or Manager will ensure the employee is accompanied to a designated test location.
- For pre-employment testing the applicant will be verbally informed by the designated Crom-Dig Ltd Manager, in a confidential manner, of the date, time and location of the collection of samples required for the test. The testing date will be within two days of the notification.
- We will endeavour to meet the requirements of international standards, as defined by the relevant Australian Standard/ New Zealand Standard, which include but are not limited to the: AS/NZS 4308 and any future amendments.

The Employee (“the Donor”) will sign:

- (a) A consent form confirming they have been informed about the test and consent to it; and
- (b) An acknowledgement recording the test result and time.
- Before taking the test, the Donor should advise any medication they are currently taking that they think might affect the results.
- The Collector may carry out a workplace test to exclude or identify the presence of any or all of the classes of drugs designated in AS/NZS 4308.
- The cut-off concentrations for the Crom-Dig Ltd workplace device shall be equivalent to the cut-off concentrations for the classes of drugs listed in the AS/NZS 4308.
- The Collector shall ensure that the Crom-Dig Ltd workplace device is within its use-by-date.
- The Collector shall record the batch number and expiry date of the device together with two unique identifiers for the donor.
- The Donor will be able to observe the entire Crom-Dig Ltd workplace collection, processing and testing procedure.
- When a Donor arrives at the collecting site, the Collector shall **request identification**. If the individual’s identity cannot be established unequivocally, then the Collector will not proceed with the collection.
- After washing hands, the Donor remains in the presence of the Collector and does not have access to any water fountain, tap and soap dispenser, cleaning agent or any other materials that might be used to compromise the integrity of the urine specimen.
- The Donor provides the specimen in an area where individual privacy can be maintained.
- The Donor does not flush the toilet until after the collection is completed.

The integrity of the specimen shall be checked by the following:

- Visual inspection of the colour or lack thereof; or
- An accredited workplace drugs testing organisation’s creatinine test and/or additional integrity testing may be performed, e.g. to detect the presence of unusual pH levels, and/or adulterants.
- The Donor may also note the temperature reading on the collection device and verify the temperature reading was correctly recorded on the form.
- In a situation where collecting conditions prevent the specimen temperature from falling within the specified range, other measures should be taken and recorded.
- No device should be placed into the original collected urine unless it can be shown that the device does not contaminate the specimen.
- The results obtained from the device shall be interpreted strictly in accordance with the manufacturer’s instructions.
- If the initial drug screen is negative the Donor will be notified and that will normally be the end of the drug testing process.
- If the accredited workplace drugs testing organisations testing device indicates the presence of a drug(s), i.e. a ‘non-negative result’ the accredited workplace drugs testing organisation shall notify the Donor of the initial screening result and prepare, and dispatch the specimens to an accredited laboratory for confirmation.
- A drugs testing custody and control form will be completed.
- The specimen will be split into two separate bottles marked 'A' & 'B' in the presence of the Donor.
- The Donor will be asked to sign the security seals placed on the bottles.
- The Donor will be asked to read, sign and date the chain-of-custody statement certifying the specimen is that individual’s and has not been changed or altered at the time of the collection.
- Both samples will be dispatched to the designated testing laboratory.

The procedure for transportation of specimens to the laboratory shall incorporate the following:

- The Collector shall place the test and referee specimens in a container designed to minimise the possibility of damage and contamination during transport.
- The container shall be securely sealed to ensure any tampering would be detected.
- The Collector shall ensure that the chain-of-custody form with testing instructions is inside the sealed container in which the specimens are transported to the laboratory.
- Transportation shall occur in accordance with appropriate legislation.
- A “positive” test will only be reported by the AS/NZS 4308 accredited laboratory if confirmed levels of drug or metabolite that exceed designated cut-off levels. Cut-off levels will conform to the relevant Australian Standard/New Zealand Standard.
- All test results that fall below the thresholds are reported as a “negative” result. Results from the AS/NZS 4308 laboratory are usually available within one working week.
- The employee may request a copy of the AS/NZS 4308 accredited laboratory report for his or her own records.
- If the Donor **disagrees** with an initial positive test result then they have the option of having the second sample (the B sample) independently retested at another AS/NZS 4308 accredited laboratory.
- The cost of the second test will be met by the Donor but if the result is negative Crom-Dig Ltd will refund any costs incurred by the Donor. Due to possible degradation of samples over time, re-testing need only detect the presence of the drug or metabolite. For the second test to be positive there need only be the presence of drug or metabolite detected (i.e. not cut off limits). This will be accepted as a conclusive result.
- Specimens not submitted to the laboratory shall be disposed of in accordance with waste disposal requirements and appropriate legislation.

5.1 Pre-employment testing

- An alcohol and drug test **may** form part of the employee recruitment process, or may be requested within the 90 day trial period, at Crom-Dig Ltd discretion. The appointment of a new employee, or continuation of employment, would be conditional on the applicant returning a negative alcohol and drug test.
- Any applicant refusing to take an alcohol or drug test when requested to do so, will not be considered for a position.
- After being informed that any offer of employment is subject to a health check, which includes an alcohol and drug-screening test, the applicant will be directed to the appointed accredited workplace drugs testing organisation to carry out the pre-employment health check and the alcohol and drug-screening test.
- If pre-employment, the applicant will not start work until a clearance is received from the accredited workplace drugs testing organisation and a negative alcohol / drug test has been returned.

5.2 Internal transfer testing

- An alcohol and drug test **may** be part of the Employer’s internal transfer process. Such appointments are made subject to the applicant returning a negative alcohol and drug test where the employee has applied for and been offered a new appointment or the offer places an employee in an entirely new role.
- Any employee refusing to take an alcohol or drug test under these conditions will be retained in their present role and will not be considered for an internal transfer.

- After the employee has given consent to the health check which includes an alcohol / drug test, they will be directed to the appointed accredited workplace drugs testing organisation to carry out an alcohol / drug test.
- The employee will not start the new appointment or role until clearance is received from the accredited workplace drugs testing organisation and a negative alcohol / drug test has been returned.

5.3 Post-incident testing:

- An employee may be tested for the presence of alcohol (against Crom-Dig Ltd designated threshold limit of zero alcohol), or illicit drugs such as, but not limited to opiates (which include heroin and morphine), cocaine, cannabinoids and amphetamines, synthetic or designer drugs that induce “legal highs” and also includes, but not limited to prescription drugs such as benzodiazepines (tranquillisers and sedatives), above the accepted level as defined by the Australian/New Zealand Standard AS/NZS 4308:2008, or when an on-the-job incident occurs, given sufficient reason and as outlined in reasonable cause testing.

5.4 Reasonable cause testing:

- An employee may be tested for the presence of drugs or alcohol, when any person working on Crom-Dig Ltd premises or on a Crom-Dig Ltd worksite, or operating a Crom-Dig Ltd Company vehicle has reasonable cause for believing that drugs or alcohol may be impacting on an employee’s ability to work safely.
- Grounds for reasonable cause testing can be established if the employee’s behaviour, actions, conduct or appearance warrant concern and are indicative of impairment or abnormal behaviours.

5.5 The types of behaviour, actions or conduct that would lead to reasonable cause testing are but not limited to:

- Numerous small incidents.
- Repeated concerns about poor performance or achievement.
- Repetitive unexplained absence or lateness.
- Smell/odour.
- Fighting or arguments in the workplace.
- Changes in personality or mood swings.
- Physical signs/symptoms.
- Unusual or out of character workplace behaviour.
- Once the employee’s behaviour, actions, conduct or appearance are brought to the attention of the manager/supervisor, the manager/supervisor and, if appropriate, fellow workers must determine whether there is sufficient cause to test for alcohol/drugs. In addition, the manager/supervisor must check whether specific written approval from the employee is required, or if approval is included in the applicable employment agreement or employment contract.

5.6 Reasonable Cause may include one of the following:

- An incident involving death or a lost time injury.
- The incident resulting in, or could have resulted in, injury requiring treatment by an authorised medical practitioner.
- An incident or near hit that has significant potential to cause serious harm.
- The incident that causes damage to property, vehicles, plant or another person’s vehicle

- Exposure or potential exposure of individuals to a hazardous or toxic substance.
- Behaviours/actions as described under reasonable cause.
- The manager/supervisor must determine whether there is sufficient cause to test for alcohol / drugs. In addition, the manager/supervisor must check whether specific written approval from the employee is required, or if approval is included in the applicable employment agreement or employment contract.

5.7 If reasonable cause and approval are present, the manager / supervisor must:

- Advise the employee that they are required to undergo the test.
- Accompany the employee at all times.
- Accompany the employee to the appointed accredited workplace drugs testing organisation at the earliest possible time for the test.
- If following the collection of the urine sample or breath test the indications are a “non-negative result”, the supervisor will arrange for the employee to be safely removed from the site and suspended on full pay, pending investigation.
- The Management of Crom-Dig Ltd will undertake a full investigation and provide the employee with a copy of the details, including the test results.
- Where an employee refuses to give consent to undergo a test, the refusal will constitute serious misconduct.
- The employee will be suspended on full pay until a full investigation is carried out.

5.8 Where it is not practical for a test to be carried out immediately due to injuries to the employee or where other corrective actions are required (injury, fire, spill etc), the manager / supervisor must:-

- Attend to the other corrective actions.
- Ensure that the employee is suitably accompanied to the appointed accredited workplace drugs testing organisation so that the required tests can be carried out as soon as possible.

5.9 A positive alcohol / drug test will result in:

- An interview with the employee carried out by Management, and the employee’s representative if applicable, in which an explanation for the positive test will be sought.
- The employee will be considered for suitability for a rehabilitation programme, this is on a case by case basis
- If the employee has been accepted for a rehabilitation programme, they will be required to comply with the terms and conditions of the Crom-Dig Ltd rehabilitation programme.
- The employee may be issued with a warning or further disciplinary action relating to the drugs or alcohol use.
- Any warning issued will be retained on file for 24 months.
- A second instance of a test that returns a positive result within 24 months of the first test will be dealt with according to Crom-Dig Ltd Disciplinary Policy and/or Termination of Employment.
- Refusal to participate in the rehabilitation programme will be dealt with as Serious Misconduct.

6. REHABILITATION –Crom-Dig Ltd SOLE DISCRETION

- Crom-Dig Ltd is committed to the Health and Safety of its workforce and accordingly has a Rehabilitation Policy & Procedure in place. Crom-Dig Ltd will assist employees on a case by case basis with a rehabilitation programme to deal with alcohol and drug abuse. Full participation is encouraged as this will result in positive outcomes and a safer working environment. All rehabilitation information will be handled in the strictest confidence and is available to the individual concerned at all times.
- Employees, including managers, upon completion of a minimum of six months continuous service returning a positive drug test may be offered the opportunity to voluntarily join the alcohol and drug rehabilitation programme.

6.1 Crom-Dig Ltd will fund rehabilitation as follows:

- Initial assessment.
- Up to 3 sessions with an alcohol and drug counsellor.
- Sessions shall be taken outside work hours or annual leave entitlements may be taken to attend sessions.

6.2 The following procedure applies:

- The employee must sign a contract agreeing to the programme and follow up testing.
- The manager will arrange the initial appointment with the counsellor.
- All communication between the employee and counsellor will remain confidential.
- The counsellor will advise the manager if an alternative employment situation would be advisable to provide for a safe working environment.
- Rehabilitation will commence.
- The manager will be informed on the attendance of the employee.
- The counsellor will report to the manager after the 3 sessions on the necessity or value of further treatment.
- The employee is required to fund any further sessions.
- On completion of the rehabilitation programme, the employee or manager will be subject to alcohol and drug tests every 6 months for the next 24 months.
- A second positive test during the 24 month period may result in disciplinary action including dismissal.

7. SERIOUS MISCONDUCT

- Where an employee is observed taking, selling, supplying, or being in possession of alcohol or drugs at work, work function, work conference (other than alcohol at Crom-Dig Ltd controlled functions with Management approval) this may result in summary dismissal under Serious Misconduct. Refer to Code of Conduct and Disciplinary Procedures in your Employment Agreement.
- The Crom-Dig Ltd Policies & Procedures contain matters of policy, responsibilities and procedures relating to the day to day activities of the Employer, and adherence to these forms part of an employee's conditions of employment.
- Where an employee refuses to undergo a test, the refusal will be treated as Serious Misconduct.

7.1 If 'Serious Misconduct' is suspected.

The following procedure applies:

- Management must conduct an investigation into the incident as soon as possible, including questioning the complainant, witnesses and the employee. If the complaint is deemed to be substantive the employee may be suspended on pay and advised that a disciplinary meeting will take place.
- The date and time of the disciplinary meeting will be advised to the employee and the employee shall also be advised that the outcome of the meeting could be disciplinary action up to and including dismissal. The employee shall be advised of the right to have a representative or support person present at the disciplinary meeting and any subsequent disciplinary meetings.
- The employee shall be presented with a written copy of the facts or evidence prior to the disciplinary meeting
- At the meeting Management or Crom-Dig Ltd representative must present the facts as they have collected them and the employee must be allowed to answer and explain any allegations. Management or Crom-Dig Ltd representative must consider all the facts and evidence and decide on the action to be taken.
- The employee must be advised in writing of the conclusions reached and if any disciplinary action is to be taken
- All investigations, discussions, advice of meetings and minutes must be recorded in writing.

CONSENT FOR BREATH ALCOHOL TESTING

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have any level of alcohol in my breath.

I understand that a positive alcohol test under the terms of this contract means having an alcohol level in my system higher than zero which is the threshold limit set by Crom-Dig Ltd

I understand that a positive test result is likely to lead to disciplinary action, which may include dismissal and/or the requirement to take part in a rehabilitation programme.

I understand that refusal to sign this form and undergo a breath alcohol test may be regarded as Serious Misconduct and is likely to result in disciplinary action, up to and including dismissal.

I understand that both parties agree to adhere to the requirements regarding confidentiality as per the Privacy Act 1993.

Consent for Breath Alcohol Testing Sign-Off

I have read and understood the terms of this consent form.

Applicant's Name:

Signature of Applicant:..... Date.....

Witness's Name:Signature:

Test administered at:

On: (time): (date):

By: Name:

Reading: Result – negative / positive (circle the one that applies)

CONSENT FOR DRUG TESTING:

I consent to undergo drug testing, to be undertaken by an accredited medical professional, accredited workplace drugs testing organisation and/or accredited laboratory appointed by Crom-Dig Ltd, which I acknowledge is for the purpose of determining whether I have levels of an illicit drug(s) or other drug(s) present in my urine, higher than the accepted international standards as defined by the Australian / New Zealand Standard AS /NZS 4308:2008.

The drugs being tested for include, but not limited to cannabinoids, opiates, amphetamines, cocaine, and benzodiazepines including synthetic or designer drugs that induce “legal highs”.

I undertake to advise the accredited workplace drugs testing organisation or medical professional, conducting the test(s) of any medication that I am taking.

I understand that following a ‘Non-Negative’ result, confirmatory ‘Positive’ result; I may request a second drug test to be conducted using the second sample (which must be analysed within 14 days of receiving the result). If the second test returns a ‘Positive’ result, it will be accepted as a conclusive positive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive negative result and costs associated with this test will be reimbursed by Crom-Dig Ltd.

Results of the drug test(s) will only be used for the purposes for which they were obtained, as set out in Crom-Dig Ltd Alcohol and Drug Policy.

I understand that positive test result is likely to lead to disciplinary action, which may include dismissal, or the requirement to take part in a Rehabilitation Programme.

I understand that a refusal to sign this consent form or undergo testing will be regarded as Serious Misconduct and may result in disciplinary action up to and including dismissal.

I hereby authorise the collection of a breath sample and the release of the breath sample test results to the Medical Advisor and /or the authorized representative of Crom-Dig Ltd.

I understand that both parties agree to adhere to the requirements regarding confidentiality as per the Privacy Act 1993.

I have read and understood the terms of this consent form.

Applicant’s Name:

Signature of Applicant: **Date:**

Witness’s (Employee Representative) Name:

Signature: **Date:**

HEALTH REHABILITATION CONTRACT:

Employee Name:

I, acknowledge that I have been entered in the Crom-Dig Ltd Drug & Alcohol Rehabilitation Plan and my continued employment with Crom-Dig Ltd is subject to the following:

I am committed to full participation in the Drug & Alcohol Rehabilitation Plan with the service provider(s) specified by Crom-Dig Ltd.

I authorise the service provider to release the following information to Crom-Dig Ltd:

- Whether I have kept appointments
- Whether the service provider has recommended a course of treatment
- Whether I am following that course
- Whether a return to work is appropriate and within what timeframe
- Whether I have completed the required treatment

I agree to take this course outside work hours or use annual leave entitlements if required to participate during work hours.

I agree to take four alcohol/drug tests within the 24 months following treatment and agree to the release of the results to my employer.

I accept that if:

- I do not attend or complete the required course
- On any future occasion including the 4 tests above, I return a positive alcohol/drug test
- I refuse to take any of the 4 subsequent tests within the 24 month period

The consequence may be dismissal without notice.

I accept the terms of this contract, which I acknowledge may be in addition to the terms of my current contract and agree to be bound by both contracts.

I understand that both parties agree to adhere to the requirements regarding confidentiality as per the Privacy Act 1993.

Employee Name:

Signature:

Director/Manager Name:

Signature:

Witness (Employee Representative) Name:

Signature:

Date:

DRUG AND ALCOHOL POLICY

I have read or have had the Crom-Dig Ltd Drug and Alcohol Policy fully explained to me and I acknowledge that I fully understand the contents and implication of this policy. I furthermore agree to abide by the contents of this policy. I further agree that should I be suspected of any breach I will be asked to undergo a drug or alcohol test as detailed in this policy. I also understand that I may be requested to undergo a random drug or alcohol test at any time during working hours.

Name: _____ Signiture _____ Date: _____

Name: _____ Signiture _____ Date: _____