



DRUG AND ALCOHOL POLICY

Purpose

The purpose of this policy is to minimise the impact caused by the misuse of drugs and alcohol on the health and safety of Australian Bowhunters Association employees & members, on productivity and on the wider community.

In addition, this policy is to ensure all employees and volunteers are aware of the expectations and potential consequences as a result of drug and alcohol misuse and its affect in the workplace and Australian Bowhunters Association's compliance with relevant legislation.

Scope

This policy applies to all Australian Bowhunters Association employees, managers, contractors, temporary employees, work experience personnel, volunteers and Executive Committee members.

General

As part of the Association's commitment to provide a safe work environment, the possession, use, manufacture, distribution, dispensation or presence of any controlled substance at the work place without a valid prescription is prohibited. The consumption of alcohol whist at work, other than in accordance with this policy is also prohibited.

Being affected by alcohol or drugs at work, particularly in at risk environments, can seriously compromise the health, safety and welfare of employees, contractors and others in the workplace while adversely affecting an individual's ability to perform their work competently and professionally. Further, inappropriate or unlawful conduct arising out of alcohol or drug use may expose the Association to legal liability in some circumstances.

Assistance and support will be offered to individuals where there is a perceived or identified substance abuse or dependency problem.

What constitutes Drugs and Alcohol?

Drugs are defined in this policy as a substance or medication capable of causing dependency, alteration of mood or impairment of judgment, concentration or co-ordination.

These include:

- Alcohol, tobacco, cannabis, amphetamines and other illegal substances.
- Prescription medication when not prescribed by a doctor.
- Legally obtained drugs that are:
 - i. Misused.
 - ii. Used contrary to the manufacture's instruction or recommended dosage.
 - iii. In excess of the manufacturers instruction or recommend dosage.
- Decriminalised drugs and substances.

For Cause Testing

While the Association does not wish to intrude into the private lives of employees or volunteers, if it appears alcohol and or drugs are in use or they have had or are having a direct impact on an individual's work performance or on safety standards, it is the Association's

responsibility to intervene, to provide a safe workplace. The Association, at its discretion, may require an employee to undertake a drug and alcohol test.

Notification of use of Medication

Employees, contractors and others in the workplace are responsible for notifying their manager prior to commencing work if they have been prescribed medication that may, in any way, affect their performance. In particular, they must not operate any vehicles, equipment or machinery if taking prescription drugs which may affect their ability to safely do so. The individual must also not work with vehicles, equipment or machinery if taking prescription medication that may affect their judgment, concentration or co-ordination or increase the risk of an accident.

Policy Breach

Any breach of this policy will be taken extremely seriously. Depending on the severity of the breach, an individual may be subject to disciplinary action in accordance with the Association's Disciplinary and Performance Management Policy and Procedure, which may include a warning, final warning or termination of employment. Where appropriate, the Association may recommend, or direct an individual to attend, internal or external drug and alcohol counselling.

Individuals subject to any action including disciplinary action as a result of this policy will be treated with respect and in a strictly confidential manner.

Responsible Consumption of Alcohol at Association Functions

It is recognised that on some occasions including at Association functions and events, responsible consumption of alcohol may occur. In relation to travelling home from Association functions and events, individuals are expected to comply with relevant legal obligations relating to driving whilst under the influence of alcohol. Where the Association organises transportation of individuals (e.g. taxi's, buses etc.) to and / or from such functions and events, individuals will be notified in advance.

From time to time, the association may purchase promotional or entertainment packages such as seating at events. Where an individual obtains use of such arrangements, the individual does so at their own expense and risk, and it is the expectation of the Association that the individual will represent the organisation in a professional manner at all times and act in accordance with this policy.

Australian Bowhunters Association may amend and vary this policy from time to time.

Related Documents

Australian Bowhunters Association Occupational Health and Safety Policy
Australian Bowhunters Association Disciplinary and Performance Management Policy and Procedure
Australian Bowhunters Association Constitution

Date Effective

March 2018

Next Review Date

March 2019 or in the event of Legislative change