

DRUG & ALCOHOL POLICY

Introduction

Working while you are under the influence of drugs or alcohol can put you and your workmates at risk.

You are more likely to have poor concentration; be careless, take risks or make errors in judgement. As an employer, Hall's and Icepak (the Company) is committed to drug and alcohol-free sites to help ensure a safe working environment for everyone. As an employee or contractor, you are also personally responsible for your own safety.

Under the Health and Safety at Work Act (2015) you must take reasonable care that others are not harmed by something you do or don't do. Key points to remember:

- Never work while affected by alcohol or any drug that may impair your judgement, performance or behaviour.
- The use, manufacture, sale, purchase, transfer or possession of prohibited drugs or alcohol, on company property is strictly prohibited. This ban includes drug paraphernalia.
- Breaches of this policy will likely lead to disciplinary action, the outcome of which could lead to dismissal.

Purpose

The purpose of this policy is to outline our expectations and the framework that supports our objective of providing and maintaining a drug and alcohol-free workplace. The policy also lets everyone know the procedures we will adopt for controlling the risks associated with the potential impacts of drug and alcohol use, which may include random drug and alcohol testing, counselling and disciplinary action.

Scope

This Drug & Alcohol policy applies to all Company employees, independent contractors, sub-contractors, temporary workers, visitors to our sites and at any location or in vehicles being used for work purposes (either company or privately owned).

Policy status

This policy should be read in conjunction with your employment agreement, other Health & Safety and employment policies and relevant legislation. The Company reserves the right to amend all or part of this policy with reasonable notice.

Updates to this policy document				
Version	Action	Author	Approver	Date
GEN PO4 1.0	Updates 2013 version	GM People & Capability	Managing Director	19 December 2021
GEN PO4 1.1	Updates 2020 version	People, Safety & Compliance	CEO	19 July 2022
GEN PO4 1.2	Updated 2024 version	People, Safety & Compliance	CEO	21 February 2024
Next review due: February 2025				

Policy detail

Our approach to drug or alcohol use

The Company has zero tolerance for anyone who arrives at work under the influence of alcohol or drugs, whose ability to work may be impaired in any way by the consumption of alcohol or drugs, or anyone who consumes alcohol or drugs on company property.

- Members of the public and other visitors to our sites may be asked to leave if they are deemed to be affected by drugs or alcohol to an extent that could put our operations or the safety of our people at risk.
- The Company strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of prohibited drugs, including drug paraphernalia, on company property.
- All Company sites are “dry” sites – this means that it is prohibited to consume alcohol at our worksites.

Hall's and Icepak reserve the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, vehicles which are on company property or in a company site.

- Any drugs or alcohol found as a result of such a search would be confiscated and the occupant or user of the object searched could be subject to disciplinary action, up to and including termination of employment or engagement.
- The Company reserves the right to undertake drug and alcohol testing of any employees, temporary workers or contractors. This includes random and pre-employment testing, internal transfer testing, reasonable ‘for cause’ testing and post incident/near miss testing.
- If an employee or other person arrives at a workplace and there is reasonable cause to suspect that they are under the influence of alcohol or drugs, they will, at the company's discretion, be temporarily stood down from the work environment pending an investigation and appropriate action. If there is any doubt about whether they are or are not impaired, the decision to stand down the employee or remove visitors/contractors from the workplace would be at the Company's sole discretion.

Responsibilities

Off the job and on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other employees and the well-being of our employees' families.

- All individuals working for the Company are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- If you are off-duty and called in to work when you have been drinking or are under the influence of drugs, it is your responsibility to refuse the request and ask that it be directed to another person.
- Employees who have been prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance.

Responsibilities cont.

- If you are advised by a medical professional or you believe that medication you are taking poses a potential risk or restriction to your ability to safely carry out your duties you must report this to your supervisor or a member of the People, Safety and Compliance team.
- You will be asked to provide appropriate medical verification on any restrictions in performance of your duties.

The Company and its managers are responsible for:

- communicating this Policy to all employees, contractors and visitors;
- displaying this Policy in all workplaces; and
- monitoring compliance of and enforcing this Policy.

Your responsibility where this policy is breached

- It is the responsibility of all employees to report to a manager, supervisor or shift/team leader if they have concerns about any other individual's immediate ability to perform their job due to the influence of drugs or alcohol.
- Where such concerns are reported to any supervisor or manager it is their responsibility to investigate any breaches of this Policy and take appropriate action with guidance from the People, Safety & Compliance team.

Drug and alcohol screening and testing (See Definitions)

Random testing

As a deterrent to drug and alcohol misuse, unannounced random testing will apply to all employees and contractors.

All testing will be conducted in a clear, transparent manner and in good faith.

Selection of participants for random testing may be done as follows:

- a randomly selected sample, representing a cross-section of employees, will be notified that they are to participate in a drug and alcohol test; or
 - a date and time will be randomly selected and all or a proportion of employees on-site will be notified that they are required to participate in a drug and alcohol test.
- Testing may be undertaken at any Company workplace or on any day of the year.
 - Random testing will not be confined to Company work sites but may also be carried out at any place at which an employee works for the Company or other locations deemed to be a workplace, such as Company vehicles, or vehicles being used for Company purposes.
 - A specialist drug detection dog team will also conduct occasional unannounced inspections to check for indications of drugs.

Examples of search areas may include, but are not limited to, offices, lockers, operational areas, bags, vehicles parked anywhere on the Company site.

Reasonable cause testing

Reasonable cause testing may occur when the Company learns (from a credible source) or observes that the employee/contractor's appearance, actions or behaviour suggest they may be affected by drugs and/or alcohol.

Testing is likely to occur where any employee/contractor is observed using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks, whether on or off work premises.

Reasonable cause testing can be applied when paraphernalia associated with drug and/or alcohol use is found on Company property.

Where a drug detection dog provides a positive indication of recent possession and/or use of drugs, this will be considered to be reasonable cause for drug testing.

Drug positive indications may come from:

- an employee, visitor or contractor's person or clothing.
- a vehicle that an employee, visitor or contractor has driven or travelled in as a passenger on the way to site or during meal or other breaks in a shift.
- a locker, possession or equipment that belongs to an employee, visitor or contractor.

Pre-employment testing

At the Company's sole discretion pre-employment drug and alcohol tests may be sought for any person who has applied to be employed or engaged by the company to any role, including an internal transfer.

The testing should be carried out prior to that person beginning the appointment or where testing could not reasonably occur within their first month of employment/engagement and continued employment will be subject to test outcomes satisfactory to the Company.

Offers of employment and/or engagement are conditional on the results of the drug and alcohol tests to the Company's satisfaction.

Testing after incidents

Anyone who is involved in any incident where serious harm occurred or there was potential for serious harm will be required to undergo an immediate test prior to being able to continue work.

This may also apply following any incident where that was damage or potential damage to a vehicle, property, site or equipment.

Method of testing

All testing will comply with applicable legal standards and be non-intrusive. Testing would involve either a urine (Standard AS/NZ 4308:2008) or blood test if urine testing is not possible, and an alcohol breath test (Standard 3547:1997). Testing may be conducted by a registered medical professional or nominated and trained manager (urine).

Follow-up testing

Further follow-up testing will occur for any employee who had a confirmed positive test and was permitted to recommence work, to ensure repeat positive tests are eliminated.

Privacy, Consent, and use of information

A written consent will be obtained from individuals prior to testing.

- All drug and alcohol test results will be provided and available to the employee, contractor, or visitor upon completion of the test and the availability of the result.
- All information gathered as a result of drug and alcohol testing is collected for the purpose of implementing the Company's policy and achieving its safety objectives.
- Drug and alcohol test results will only be released to those who have a legitimate "need to know" and this will generally be confined to the individual tested, the immediate manager and a People, Safety and Compliance team representative.
- Appropriate efforts will be made to protect the individual's privacy and the confidentiality of the process consistent with the overriding need to ensure safety.

Refusal to undergo testing

Employees, contractors, and visitors must participate in drug and alcohol testing as directed. Employees may be required to confirm with their leader that they have attended scheduled tests.

Refusal to undergo drug and alcohol testing or refusal to remain on site or return to site for any drug screening process may be treated as a failure to follow lawful and reasonable instructions and is likely to be subject to disciplinary action.

Refusal to allow to allow entry to company vehicles, lockers or other company property may be treated as a failure to follow lawful and reasonable instructions and is likely to be subject to disciplinary action.

If visitors or contractors refuse testing, they shall be immediately removed from the site and no longer be able to provide services to the Company.

A refusal to test occurs where the individual fails to:

- provide a specimen for urine or breath testing.
- provide inadequate volume of specimen unless there is a valid medical reason.
- cooperate in any part of the collection process.

- be identified by an approved testing technician.
- remain available for the collection of their specimen and until testing is completed.
- submit to recollection if required.
- provide consent for testing and for the release of the results.

Disciplinary matters

Disciplinary action is likely to be taken against an employee who is found to have breached this Policy. The nature of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach.

Disciplinary matters cont.

Any reported, or alleged policy breaches will be subject to a full and fair disciplinary process. The following will be viewed as disciplinary matters:

- Failing to advise in a timely manner of an accident/incident where the nature of it is such that it might require alcohol or drug testing.
- Non-negative test result.
- Positive test result.
- Refusal to undergo testing.
- Tampering with or attempting to adulterate the specimen or compromise the collection procedure.
- Leaving the worksite following a positive indication from a drug screen before the test has been conducted.
- Leaving the scene of an incident/accident without a valid reason before the test has been conducted.
- Malicious accusations.
- Refusal to participate in programmes for the treatment of a drug or alcohol problem.
- Refusal to produce a urine sample within one (1) hour of a positive indication that starts, may be treated as a failure to follow lawful and reasonable instructions and is likely to be subject to disciplinary action.
- Refusal of employees, visitors or contractors to allow a search of their possessions or property (including vehicles) on Company sites where positive indications are identified.
- Obstruction of any drug screening processes including the following but not limited to;
 - behaving in a manner not conducive that obstructs screening
 - drinking excessive liquids before a test
 - putting food or liquids in mouth such as chewing gum and mints before testing
 - performing in a manner so it's not safe to screen with dogs,
 - putting hand sanitizer all over hands before the dog's check
 - spraying company spaces with air freshener or body spray before the dogs check,
 - or leaving food/other odour producing products in truck cabs

Rehabilitation after positive test

Where a laboratory confirmed positive drug and/or alcohol test has been returned, the Company reserves the right to require that person to participate in a rehabilitation programme and subsequent testing for 12 months following that failed test.

This requirement may be in addition to, instead of, or as part of any disciplinary action.

Employees referred for and undergoing such treatment will be required to comply with periodic testing.

Education and training

We encourage employees to be proactive about addressing any drug and/or alcohol problems they may have.

- Employees experiencing problems with drugs and/or alcohol are urged to seek assistance from the services of a professionally trained counsellor or organisation.
- Participation in a program for the treatment of a drug or alcohol problem will not, of itself, jeopardise their employment. Rather, successful treatment will be viewed positively.
- Access to education and training programmes, support and rehabilitation may be made available to employees by the Company. The nature, extent and funding of the support, if any, would be at the sole discretion of the Company.

Alcohol at Company functions or events

Alcohol will only be permitted or supplied for approved Company functions and events. Such events will not be held at any Company sites.

Prior notice and approval should be sought from either Hall's CEO, the People, Safety & Compliance Manager, the National Transport Manager, the Chief Financial Officer for or the General Manager for Icepak.

All functions or events where alcohol will be served must have a named 'responsible' senior manager in attendance for the entire event. This senior manager is responsible for the safe hosting of the event.

The following safe hosting guidelines must be followed:

- Clear time limits (start time / finish time) must be set and followed.
- Any employee rostered / returning to work after the event must not consume alcohol.
- Alternative transport arrangements need to be considered as part of the event planning and participants advised if this is available.
- If alcohol is served at the event, only beer and wine will be offered.
- Where alcohol is offered at an event, food and non-alcoholic drinks must be provided.
- Inappropriate and antisocial behaviour should be managed in the same way as if the incident occurred in the workplace.
- The responsible senior manager is responsible for ensuring participants do not drive over the legal alcohol limit.



All employees must take responsibility for their own behaviour and actions at such events ensuring their personal and collective health and safety at all times. This includes no drinking and driving and arranging safe transport home.

Employees must present themselves for work following such an event in a fit and proper state.

DEFINITIONS

Alcohol: includes any substance or beverage that contains ethyl alcohol including, but not limited to, beer, wine, pre-mix drinks and other spirits.

Definition of a Workplace: A vehicle used for work purposes is defined as a workplace under the Health and Safety at Work Act 2015; section 20.

Drugs/substances: substances which are illicit or restricted drugs, drugs covered by Psychoactive Substances Act and some currently legal drugs which have the potential to cause impairment.

The term “drug” includes (but is not limited to) cannabis and hashish, opiates (such as heroin, morphine, desomorphone (krokodil)) cocaine, amphetamine type substances (speed, “P”, ecstasy and party pills containing benzylpiperazine), synthetic cannabinoids (eg Kronik, K2, spice, fake weed), cathinone derivatives (bath salts), LSD, NBOMe and other phenylethylamine psychedelic substances.

The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives, oxycodone) and other currently legal party pills and herbal highs. Other “mind altering” substances.

Drug testing standards: all drug and alcohol testing will comply with applicable legal standards. Currently, those standards are AS/NZS4308:2008 procedures for specimen collection and the detection and quantitation of drugs of abuse in urine, and AS/NZS 4760:2019 Procedures for specimen collection and the detection of drugs in oral fluid.

Negative drug test: means that as the result of a urine screening test (on-site or laboratory) and/ or a confirmed laboratory testing, either no drug(s) and/ or metabolite(s) are detected or the concentration(s) of drug(s) and/ or metabolite(s) detected are either:

- below the screening or confirmatory cut-off concentration(s) specified in tables 1 and 2 of AS/NZS 4308:2008, or;
- below the confirmatory cut-off concentration determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008.

Not negative drug screening test: If on-site screening indicates the possible presence of a drug class (using the screening test cut off concentration(s) as defined by Table 1 of AS/NZ 4308:2008) or if the specimen integrity is in question, the result is reported as not negative.

An interim report may be issued that can only advise that the specimen requires further laboratory testing, i.e. no indication of what caused the not negative.

Positive drug test: Means that as a result of laboratory confirmatory testing of the urine the concentration(s) of drug(s) and/or metabolite(s) recorded are either: • at or above the confirmatory cut-off concentration(s) specified in table 2 of AS/NZS 4308:2008, or • at or above the confirmatory cut-off concentration determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008.

Definitions cont.

Random testing: Random testing is where a worker is required to undertake a test for drugs and/or alcohol without reasonable cause and without an incident having occurred.

Safety sensitive roles: Safety sensitive positions are those where there is a significant and foreseeable risk of injury. These can be defined as, but not limited to, all roles where driving or operation of machinery is required, tasks where serious harm has occurred historically.

Reasonable cause: An honest and reasonable opinion that may be based on direct or indirect evidence provided it is obtained from a credible and reliable source, including another employee or member of the public, where such use could result in risk for themselves, other workers or other people.

Reasonable cause can be based on, but is not limited to:

- Any instance where it is suspected that alcohol and/or drugs/substances may be involved;
- Observing a person using or possessing alcohol or drugs/substances in the workplace;
- Physical signs and symptoms consistent with alcohol or drug use;
- Fights, assaults, disregard for or violations of established safety, or other operating procedures;
- Observable changes in mood or conduct towards self or others, which is deemed to display a change in usual behaviour or behaviour which is out of character;
- Deterioration of the workers work performance which could result in increased risk;
- Finding paraphernalia associated to drug or alcohol misuse at a workplace or on a person.

Rumour is not reasonable cause.

Appendices to this policy:

- I. **Drug and Alcohol Policy FAQ**
- II. **Drug and Alcohol Consent Forms**
- III. **Reasonable Cause Assessment Form**
- IV. **Drug and Alcohol Rehabilitation Agreement**
- V. **Employee Confirmation Form**

FAQ - DRUG & ALCOHOL POLICY

Why do we do urine testing? Urine testing is used as per our policy because it is known to more accurately detect the presence of benzodiazepines and other legal and illegal drugs.

When will the updated policy take effect? This policy takes effect from midnight on Saturday 21 November 2020.

Are all Hall's and Icepak employees eligible for testing? Yes, all employees may be subject to random tests. That means everyone – including senior leaders.

If I'm tested, will I be exempt from further testing for a while? No. You could be tested again anytime.

How will people be chosen for testing? This will be done in one of two ways:

- A randomly selected sample, representing a cross-section of employees, will be notified that they are to participate in a drug and alcohol test;
- or a date and time will be randomly selected and all or a proportion of employees on-site will be notified that they are required to participate in a drug and alcohol test.

Once the test provider arrives on site, the manager will contact the employee(s) to be tested. In privacy the provider will then undertake the drug test with the employee ensuring confidentiality of the testing process and communication of results.

Who will know I've been chosen for testing? Everyone has the right to confidentiality and privacy. The drug testing is carried out discretely to ensure your confidentiality is maintained. Only your manager and the People, Safety & Compliance Manager will know you've been selected for testing.

Can I refuse to be tested? If you refuse to comply and complete any drug testing without good cause, this is likely to be viewed as a refusal to follow a lawful and reasonable instruction and you may be subject to disciplinary action.

Who will know my drug test results? Your Manager and a representative of the People, Safety & Compliance team will be told your results.

Can I keep working while I wait for results? No. Any employee with a non-negative result will be stood down pending results of a urine test.

What happens if my urine test is also non-negative? We recognise that drug and alcohol dependence or abuse is a complex issue and that people affected by this may require our support to get the help they need. If an employee has a non-negative test, rehabilitation support may be provided.

Does the test pick up over the counter drugs and prescription-medicine? It can. If you are taking prescription or non-prescription medicines that may impair your performance on the job you must report this to your Manager before starting work.



If you feel that drugs or alcohol are affecting your work or you are worried about someone you work with - please have a confidential chat with a trusted workmate or a member of the People, Safety & Compliance team. You can also call the Alcohol and Drug Helpline any time of the day 24/7 for a free confidential chat to a counsellor:

0800 787 797

CONSENT FOR DRUG TESTING

Pre-employment <input type="checkbox"/>	Internal Transfer <input type="checkbox"/>	Post incident <input type="checkbox"/>
Reasonable cause <input type="checkbox"/>	Random <input type="checkbox"/>	Follow-up <input type="checkbox"/>

I consent to undergo a drug test to be undertaken by a NZQA qualified collector and urine drug screener and an accredited laboratory appointed by Hall's which I acknowledge is for the purpose of determining whether I have a level(s) of a drug(s) higher than:

- The accepted international standard as defined by the Australian / New Zealand Standard AS/NZS 4308:2008; or
- The level determined by the laboratory.

I understand that a urine specimen will be collected, and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including party pills containing benzyloperazine), cocaine and benzodiazepines. I understand that other illicit drugs (e.g. LSD, synthetic THC, cathinone derivatives), restricted and legal party substances, misused prescription drugs and other mind-altering substances can also be tested for.

- I undertake to advise the qualified collector of any medication that I am taking.
- I also agree to provide the collector with verification of my identity (either photo ID with signature or an alternative proof) and two unique identifiers (e.g. full name & date of birth).
- I consent to the confidential communication of the drug test(s) results to Hall's.

I understand that I may request a second test be conducted on the reserve sample which was split from the original urine and is stored at the laboratory. This request must be made within 14 days of receiving the result. 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 and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by Hall's.

Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form, or the return of a positive result means that:

- **Pre-employment:** the job offered/ applied for will not be confirmed or offered to me.
- **Current employee:** the Company disciplinary procedure will follow which may include disciplinary consequences, including dismissal and/or the requirement to take part in a Rehabilitation Programme.

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

Name of applicant / employee	Signature of applicant / employee	Date
Witness name	Witness signature	Date

CONSENT FOR ALCOHOL TESTING

Pre-employment <input type="checkbox"/>	Internal Transfer <input type="checkbox"/>	Post incident <input type="checkbox"/>
Reasonable cause <input type="checkbox"/>	Random <input type="checkbox"/>	Follow-up <input type="checkbox"/>

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a level of alcohol in my breath at or higher than that defined by the NZ Land Transport Regulations (*i.e. 250 micrograms of alcohol per litre (250µg/L) for over 20 years of age or 100 µg/L for under 20 years of age. (or at or higher than 100µg/L (zero alcohol tolerance)*)

I also agree to provide the collector with verification of my identity (either photo ID with signature or an alternative proof) and two unique identifiers (e.g. full name and date of birth). I consent to the confidential communication of the test results to Hall's.

Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form, or the return of a positive result means that:

- **Pre-employment:** the job offered/ applied for will not be confirmed or offered to me.
- **Current employee:** the Company disciplinary procedure will follow which may include disciplinary consequences, including dismissal and/or the requirement to take part in a Rehabilitation Programme.

I hereby authorise the collection and testing of a breath sample for alcohol, and the release of the test results to the authorised representative of Hall's. I have read and understood the terms of this consent form.

Name of applicant / employee	Signature of applicant / employee	Date
Witness name	Witness signature	Date



Breath Alcohol Test

Verification of employee/applicant ID _____

Date of birth _____

Breathalyser model _____

Serial # _____

Next calibration date _____

Test administered at _____

Name of Tester _____

1 st Test Result (µg/L)		2 nd Test Result if required (µg/L)		Time between tests (mins)		RESULT <i>tick box</i> Positive <input type="checkbox"/> Negative <input type="checkbox"/>
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Signature of Tester _____

Signature of Employee _____

Name of Witness _____

Signature of Witness _____

REASONABLE CAUSE ASSESSMENT FORM

The following process form is for supervisors, managers, or anyone to complete where you are assessing "reasonable cause", physical symptoms and/or unusual out of character on-site behaviours to determine if there is reasonable cause for testing. Consider involving a second person in making this judgement.

Where there is reasonable cause for drug or alcohol testing usually one or more examples will be present. They include, but are not limited to the following:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ physical sign ▪ odour of alcohol or drugs on person (clothing; breath) ▪ slurred speech ▪ unsteady on feet ▪ eyes: bloodshot, dilated pupils, pin-point pupils ▪ excessive sweating ▪ flushed/ red complexion ▪ loss of weight ▪ unusual or out of character on-site behaviour ▪ continual involvement in small accidents or inattention ▪ obvious continual drop in performance ▪ changes in personality or mood swings ▪ excessive lateness ▪ pattern of absences (i.e. days either side of rostered days off or weekends; days following pay day) ▪ increased health problems or complaints about health ▪ emotional signs: outbursts, anger, aggression, mood swings, irritability | <ul style="list-style-type: none"> ▪ paranoia ▪ changes in alertness – difficulty with attention span ▪ changes in appearance – clothing, hair personal hygiene ▪ less energy ▪ feigning sickness or emergencies to get out of work early ▪ going to the bathroom more than normal ▪ reduced ability to perform tasks requiring concentration and co-ordination ▪ defensive when confronted about behaviour ▪ dizziness ▪ impaired motor skills ▪ impairments in learning and memory, perception and judgement ▪ reduced ability to perform tasks requiring concentration and co-ordination ▪ intense anxiety or panic attacks or depression |
|---|---|

Reasonable grounds for testing may also be applied when the Company learns, from a credible source, that the employee/contractor is working under the influence of drugs and/or alcohol, or where the employee/contractor is observed using, possessing, distributing, or consuming drugs or alcohol during work time or during any breaks.

Grounds include where paraphernalia associated with drug or alcohol use is found on the Company's premises/ worksite.

Employee's name	Role / Department	Date(s)
_____	_____	_____
Support person	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: _____
Manager/Supervisor name	_____	Department _____
2nd Observer name	_____	Department _____
Date(s)	_____	

Manager / Supervisor to record below the reasonable cause or reasonable grounds indicators:

Comments / explanation of Employee / Contractor (if offered)

Comments of Supervisor / 2nd Observer

DETERMINING REASONABLE CAUSE

From your observation is there a potential risk to the health and safety of this person and/or others?

Yes No

Are you satisfied that it is reasonably possible that the risk is a result of the possible misuse of drugs or alcohol?

Yes No

*Do NOT proceed with reasonable cause testing unless the above questions are answered with a **YES**.*

TAKING ACTION

Reasonable cause established: Yes No

Date: _____ Time: _____

Action taken if reasonable cause established:

Manager/ Supervisor's signature: _____

Date: _____ **Time:** _____

2nd person's signature (where relevant): _____

Date: _____ **Time:** _____



DRUG & ALCOHOL REHABILITATION AGREEMENT

Employee Name

I acknowledge that I have entered into a professionally managed Rehabilitation Plan and that my continued employment with Hall's is subject to the following:

I am committed to full participation in the Plan with a professional provider nominated by my GP/medical specialist. I authorise the service provider to release the following information to Hall's:

- 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; and
- whether I have completed the required treatment.

I authorise the service provider to discuss results of comparison drug and/or alcohol tests, undertaken during rehabilitation, with Hall's nominated accredited laboratory, toxicologist, and medical advisor (if available). I agree to use leave entitlements (or unpaid leave) whilst undergoing rehabilitation and until I have both returned a negative test(s) and am considered fit to return to my normal or alternative duties.

I agree to take 6 subsequent drug and alcohol tests in the 12 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 rehabilitation plan; or
- On any future occasion, including the 6 tests referred to above, I return a positive drug and alcohol test; or
- I refuse to take any of the 6 subsequent tests;

the consequence may be dismissal, with or without notice. I accept the terms of this agreement, which I acknowledge may be in addition to the terms of my current employment agreement and agree to be bound by both agreements.

Employee signature

Date

On behalf of Hall's

Date

Witness signature

Date



DRUG AND ALCOHOL POLICY CONFIRMATION FORM

IMPORTANT:

Please complete this form online by mobile or from a desktop computer at work or at home, and email to people@halls.co.nz

If you do not have access to the internet complete the below and hand this to your supervisor. *This confirmation will be kept as a record that you understand the policy.*

Your business unit, team or Company (if you are a contractor)

Name *

First Name

Last Name

Email *

Phone *

Tick the answer that applies:

Are Hall's and Icepak committed to drug and alcohol-free sites? **Yes** **No** **Not sure**

If you work when affected by drugs, is it unsafe for your workmates as well as you?

Yes **No** **Not sure**

Is the use, sale, transfer or possession of drugs or drug paraphernalia allowed anyone on our sites?

Yes **No**

Do you understand that anyone on our sites may have to take part in occasional random drug and alcohol testing? **Yes** **No**

If you have concerns that someone working with you is under the influence of drugs or alcohol at work, is it your responsibility to report this to a manager? **Yes** **No** **Not sure**

By signing this form do you confirm that you have fully read the Drug and Alcohol Policy and understand it.

Yes **No** **Not sure**

Your signature _____

Date of signing: