

Fitness for Work - Drug and Alcohol Policy

Health and safety is a foundation value of our Company. Ready Group is committed to providing a safe workplace for our employees, subcontractors, suppliers, clients and associated stakeholders. For this reason, it is our objective to maintain a work environment in which the safety and the optimum performance of employees is not adversely affected by the use of alcohol or other drugs.

Under the state laws, Ready Group has an obligation to provide a safe working environment. As such, inline with our OH&S Policy, all employees, subcontractors, suppliers, clients and associated stakeholders engaged on a site that Ready Group is working on are not to be under the influence of alcohol or drugs during working hours and must at all times carry out their duties and responsibilities in a safe manner. and in a fit state to work safety to minimise risks to themselves and their work mates. Ready Group is committed to ensuring that a safe, healthy and productive workplace is provided for all employees and contractors.

Where applicable, Ready Group will also comply with the requirements of a client or principal contractor's alcohol and drug policy and fitness for work program. This may include on site testing. Principal contractors are required to test for the following substances; Alcohol, Opiates, THC, Cocaine, Benzodiazepines, Amphetamines and Methamphetamines.

Employees who arrive at a Ready Group workplace under the influence of alcohol or drugs will be considered unfit for work. If you are taking prescription medicine that may have an adverse affect when driving or operating machinery or that may be detected during a random drug and alcohol test, you are required to notify the relevant Ready Group supervisor.

Please note that Ready Group reserves the right to carry out drug and alcohol testing for employees on a random or with cause basis.

This policy is applicable to all company workplaces and worksites, including motor vehicles.

Any breach of the above policy will be viewed as serious misconduct with grounds for disciplinary action and may result in immediate dismissal.

Mandatory Rules

Any individual who is adversely affected by alcohol and another drug will not be allowed to work until they are fit to do so. If an individual affected by alcohol or other drugs are sent home to recover, they will not be paid for the lost time. Disciplinary action may be taken on return to work.

Where an employee is on prescribed medication which may impair their judgement or performance, they must notify their supervisor and may be required to take sick leave.

The Supervisor/Manager will:

- Act on suspicion of an individual being affected by drugs or alcohol (suspicion may be a result of observing impaired coordination, judgement, intellectual



capacity or slurred speech, headache, nausea, vomiting, loss of inhibitions or smell of alcohol).

AND/OR

- Act in response to any accident resulting in damage to property or injury to people that is expected to incur an insurance claim, or a near miss that could have resulted in a death, permanent impairment, personal, plant or property damage.

The Supervisor/Manager will instruct any such person to immediately leave the workplace. That person must comply with the direction given by the Company. If necessary the Supervisor/Manager shall assist with arrangements to ensure the individual arrives home safely.

The affected individuals are not to be permitted back into the workplace until they are deemed to be free of any influence of drugs or alcohol.

Employees and contractors are required to abide by the site rules in workplaces not controlled by Ready Group.

No intoxicating liquor or drugs shall be brought into a Ready Group workplace.

Responsible Serving of Alcohol

The Managing Director shall have the discretion to permit limited alcohol consumption on and off Company premises for events, functions, workplace BBQs and the like. In such circumstances it is the responsibility of the employee or contractor to ensure they are not over the legal limit to drive home or arrange alternative safe transportation home.

Responsibilities

Management

Managers and Supervisors are responsible for the effective implementation of this policy in Ready Group's workplace. Specifically they will;

- Lead by example in the implementation of the policy through demonstrated behaviour
- Reiterate the induction briefing
- Ensure the policy is applied fairly and consistently
- Respect the confidentiality of all employee personal issues
- Ensure that all sub contractors are aware of the policy and any particular variations in regards to its implementation and enforcement on the work being performed (e.g. client zero tolerance requirement)
- Ensure timely, appropriate and effective provision of assistance.

Employee/Contractor

All employees and contractors have a duty of care to take reasonable care so as not to expose themselves or work colleagues to unnecessary risks. They are required to

- Present themselves for work in a condition free from the effects of drugs and/or alcohol
- Notify their manager/supervisor of any concerns as to the condition of any personal in their workplace
- Comply with this policy, including agreeing to leave the workplace if so directed by their supervisor/manager.

**Available Assistance**

Employees seeking in matters to do with drugs/alcohol will be provided with appropriate assistance, support and access to relevant programs. The level of assistance provided by Ready Group will be assessed on an individual basis through consultation between the employee, the provider, and Ready Group management. The Company will ensure that absolute confidentiality is maintained.

Document Control

Version: 1.0

Dated: 16/01/2024

Position: Managing Director

Signed:

A handwritten signature in black ink, appearing to read "M. Lee", written over a horizontal line.

UNCONTROLLED WHEN PRINTED