

Drug and Alcohol Policy

Temporary Associates - Adecco New Zealand

People affected by alcohol and/or other drugs are a safety hazard to themselves and all others present in the workplace. It is Adecco's intention to provide a safe and healthy workplace for all employees that is free from the effects of alcohol and drugs.

Adecco has a zero tolerance policy with regard to an individual being under the influence of drugs or alcohol whilst deemed to be at work. As an employer we have a duty to provide a safe workplace not only for our employees but also to ensure a safe work environment for our clients and for anyone else who may be affected by workplace activity. Under the Health & Safety in Employment Act 1992, employers are required to take all practicable steps to achieve this end.

All employees of Adecco have a legal and ethical obligation to ensure their own personal safety while at work, and to ensure that no action or inaction on their part will cause harm to any fellow employee or any other person in the workplace. The use of drugs or abuse of alcohol at any workplace, or when representing the company, is considered serious misconduct and may result in the termination of employment.

Policy Objectives

- To increase the awareness of Adecco's associates of the harmful effects of drugs and alcohol both in the workplace and society;
- To provide appropriate personnel with the skills to effectively intervene in the event of unsafe work practices caused by alcohol and/or drugs;
- To inform associates of the availability of drug and alcohol referral/assessment and treatment services;
- To support and encourage self reporting where an individual identifies that their own or another's use of drugs or alcohol may have impaired or affected their ability to perform their duties;
- To align with Adecco's client's Drug and Alcohol policy requirements wherever possible.

Definitions

Alcohol Test: analysis of saliva, breath or blood for the presence of alcohol.

Drugs: means any mind altering or legally controlled substance unless it is prescribed by a Doctor and used in accordance with medical directions. This includes any drugs listed in the Misuse of Drugs Act 1975 and any drugs listed in the "AS/NZS 4308:2008: Procedures for specimen collection and quantitation of drugs of abuse in urine". It may also include drugs other than those listed in the Standard, such as those drugs referred to as "designer drugs", including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives.

Drug Screen/Drug Test: terms are interchangeable. The analysis of bodily fluids to assess the presence of drugs and their metabolites. Testing may be undertaken to establish the presence of substances which affect workplace performance or behaviour or which are prohibited under a client's code of conduct.

Prescription Medication: medication that can be supplied only on a prescription of a medical practitioner, midwife or dentist.

Safety Sensitive Environment: environments that can and should be considered "Safety Sensitive" may include, but are not limited to, such environments as industrial manufacturing/processing sites, food processing, civil construction, construction, engineering sites/workshops, warehousing and distribution environments and

any workplace that requires the driving of vehicles and operation of heavy equipment. Adecco reserves the right to determine where drug screening/testing is required.

Third Party Testing Agent: these agents may include any organisations authorised by Adecco to conduct testing.

Procedures and Timing of Drug Screening/Testing

It is recognised that alcohol and substance use increases the potential for accidents, absenteeism, substandard performance and poor employee morale while working.

Adecco endeavours to adhere with our client's Drug and Alcohol policies wherever possible and practicable.

Adecco may require a candidate or associate to undergo drug screening/testing in the following circumstances.

Pre-Employment Screening

- Pre-employment screening of candidates will be undertaken, either by Adecco or a third party testing agent, where required.
- Adecco reserves the right to determine when pre-employment drug screening/testing is required.
- A failed or non-negative drug or alcohol pre-employment screen may result in the candidate not being further considered for employment via Adecco.
- Where Adecco assesses a client's workplace and determines that it is a safety sensitive environment and/or role, the candidate/associate may be required to undertake a drug screen prior to being considered for employment, or placed on any assignment.

Post Incident Testing

- Post incident testing may be carried out after certain events or actions including where an incident/accident has occurred to establish whether drugs and/or alcohol have been a factor.
- Where an associate is requested to undergo post incident testing, this will be undertaken in a timely manner as soon as possible after the event occurred. Adecco may utilise a third party testing agent to conduct and report on testing results.
- In some circumstances, an associate may be requested to undergo post incident testing directly by Adecco's client that the associate is placed on assignment with. The associate understands that they are required to contact Adecco to advise of this request, and agrees to comply with Adecco's client in that circumstance.
- Where a fatality has occurred, the Police may assume responsibility and an Adecco Manager/Consultant will facilitate screening/testing of key personnel involved in the accident.

Upon Reasonable Suspicion

- Testing upon reasonable suspicion may be carried out due to suspicious actions, behaviour and/or appearance, including but not limited to, being or appearing to be under the influence whilst at work.
- Where Adecco have been advised or has reason to suspect that an associate may be under the influence of drugs and/or alcohol, whether in or outside the workplace, at any time may request an associate to undertake a drug test at a prescribed time and place.
- Adecco may utilise a third party testing agent to conduct testing and report on results.

Post Treatment Testing

- Post treatment testing may be undertaken, either by Adecco or a third party testing agent, following an associate completing counseling or rehabilitation for any drug/alcohol dependency problem.
- Any post treatment testing may be at the associate's cost, and will be discussed with the associate before their return to work.

Random Screening

- Random screening may be undertaken on a random basis, with or without cause and with or without notice.
- Random screening may be undertaken by Adecco, Adecco's client when requested, or a third party testing agent.
- Random screening may be required for those associates who work in safety sensitive environments, as determined by Adecco.

Periodic Testing

- Where an associate is placed into a safety sensitive environment, an associate may be drug and/or alcohol screened every 12 months (or other time as specified by any of Adecco's clients) post their Adecco Induction, providing they are still an active associate with the company. This screen will not be required if the associate has undergone a drug screen within the previous 12 months for any reason as required/requested under this policy.
- Where a client's needs require, an associate may be screened at periodic intervals.
- The associate will be provided with up to 48 hours notice of the requirement to undergo a drug or alcohol screen.

Any screening/testing for drugs and/or alcohol may be undertaken using a variety of testing techniques. These include, but are not limited to, oral fluid screening, urinalysis and breathalyzers.

All screens will be reported as negative/non-negative. In some circumstances screen results may be sent for further laboratory confirmation.

If the candidate or associate disputes the results of the screen, they are able to request to be rescreened at their cost by a third party provider or have the results of the initial screen sent for confirmation testing at an approved laboratory at their cost. If the confirmed result differs from the original screen result (ie non-negative to negative), Adecco will reimburse the candidate/associate for this expense upon evidence of payment.

In any situation, if a candidate or associate returns a non-negative drug or alcohol screen/test result, or fails to provide a sample for screening upon request, Adecco is under no obligation to employ or provide assignments or further work opportunities and disciplinary action may be taken.

All screens/ tests and processes will conform to and be conducted within the guidelines set out in the following Acts and any other relevant Regulations and Codes of Practice: Health and Safety in Employment Act 1992, The Privacy Act 1993, Human Rights Act 1993 and New Zealand Bill of Rights Act 1990 and The Code of Health and Disability Services Consumers' Rights in relation to consent, collection and storage of information, ensuring the correct chain of custody/documentation and sample integrity is adhered to and maintained.

Disciplinary Procedure

Where an associate is requested by Adecco or its client, to undergo drug and/or alcohol testing and they provide a non-negative screen/test result for drugs, or a failed alcohol screen, the specific actions taken will be dependent upon the situation at the time of the occurrence and issue at hand, but may include immediate removal from the workplace, a request for further drug or alcohol testing and a full investigation of the issue with disciplinary action and potential termination of employment a possible outcome.

In the event an associate is removed from their assignment pending an investigation into a non-negative screen result or other investigation related to suspected drug or alcohol use, they will be stood down without pay.

A non-negative drug test result without reasonable justification may be regarded as serious misconduct and appropriate disciplinary action may be taken, which may include dismissal without notice.

Behaviour that may be deemed serious misconduct and where disciplinary action may be taken includes (but is not limited to) the below:

- Where a drug or alcohol screen/test or process has been tampered with.
- If an associate presents themselves at work and there is reason to suspect impairment due to drugs or alcohol because of an individual's actions, behaviour and/or appearance.
- Unreasonable refusal by associates to undergo drug or alcohol screening/testing.
- Unreasonable refusal to complete the consent form or required documentation.
- Where an associate fails a drug screen for a client's pre-employment purposes whilst they are on assignment via Adecco.
- Any breach of this policy.
- The return of a non-negative result of a screen or test.

Any time a formal disciplinary process is to be undertaken by Adecco with an associate, Adecco's disciplinary procedures as outlined in the Code of Conduct for Temporary Associates will apply.

Any decision regarding an associate's ability to work in a safe manner, or their continued employment with Adecco (after following a disciplinary process) will be made by an authorized Adecco representative.

Self Reporting and Rehabilitation

Adecco supports and encourages self reporting where an individual identifies that their own or another's use of drugs or alcohol may have impaired or affected their ability to perform their duties.

In the event of self reporting, Adecco will look to provide information on rehabilitation and assistance, but is under no obligation to provide financial assistance for this.

In some cases, rehabilitation may be offered to an associate following a disciplinary process. If the associate is willing to undergo and receive support and assistance, Adecco will provide information and details regarding available assistance, but is under no obligation to provide financial assistance for this, or continue to provide them with future work opportunities.

Confidentiality

In signing this policy, the associate understands, authorises and gives permission for the release of any and all documentation relating to such screening/testing to Adecco, to Adecco's clients and/or any Governmental entity or other entity involved in a legal proceeding or investigation connected with the screen/test. The associate also agrees to authorise Adecco to discuss the results of any such screen or test with Adecco's clients as applicable.

In some circumstances, an associate that is placed on a temporary assignment with a client of Adecco, may be offered the opportunity to apply for a permanent position with that client, and be required to undergo a pre-employment drug/alcohol screen in accordance with the client's recruitment process or Drug and Alcohol Policy. Where an associate fails an alcohol test or provides a non-negative drug screen result in this instance, the associate authorises the client to release the results to Adecco to undertake any investigation required under Adecco's Drug and Alcohol policy. Adecco may at their discretion, request further testing of the associate.

Individuals taking Prescription Medication

Individuals working for Adecco who need to take prescription medication must disclose in writing to Adecco the use and nature of medications and if the effects of the medication are likely to affect their performance.

If the candidate/associate is requested to participate in any drug or alcohol screen/test they must disclose any prescription medication they are taking, as it could influence the result of the test.

Consent

Candidates or associates required to undergo screening under this policy may be required to sign a consent form to screen either from Adecco, Adecco's client or a third party provider.

Controlling/Monitoring

All candidates and associates must read and understand this policy as part of their pre-employment screening and induction.

Drug screening/testing will be undertaken at a cost to Adecco Personnel other than where a candidate or associate requests rescreening/retesting. This cost will be borne by the individual concerned unless initial results are overturned.

Any breaches or suspected breaches of this policy must be reported for follow up by the appropriate manager.

Adecco Personnel Ltd reserves the right to amend this policy at any time, which may include adding or amending a list of prohibited Drugs.

Declaration

In signing this policy the candidate/associate understands:

- the information and requirements of this policy, and agrees to abide by these requirements; and
- the circumstances when screen/test results and information may be released to Adecco, Adecco's client's and/or third party providers; and
- the circumstances screening/testing for drugs or alcohol may be required by Adecco or its clients; and
- the process and potential outcomes following any failed drug screen or alcohol test result provided under this policy.



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Mike Davies
Managing Director



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Marisa Ratumu
Manager Best Practice (OH&S)

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Signature of Candidate/ Associate

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Printed Name of Candidate/Associate

Date.....