

## **Drug and Alcohol Policy for Skilled Health Professionals Pty Ltd T/A Advance Nursing**

### **1. Policy**

- (a) Employees are expected to maintain the highest professional standards when conducting Skilled Health Professionals Pty Ltd T/A Advance Nursing business. The consumption of, or being under the influence of, alcohol during working hours, and the distribution, possession or use of illegal drugs, are detrimental to this goal.
- (b) Alcohol and substance abuse is a danger to the users, fellow employees and the general public. Such abuse impairs the health and judgment of the user and is a threat to the safety of others.
- (c) Skilled Health Professionals Pty Ltd T/A Advance Nursing is committed to providing an alcohol and drug free environment for all employees at all locations. Accordingly, all employees acknowledge that no alcohol is to be consumed or illegal drugs used by employees during their working hours, including meal breaks.

### **2. Guidelines**

#### **2.1. Alcohol**

- (a) Reporting to work or working under the influence of alcohol is prohibited. Unauthorised consumption of alcohol during working hours or on Skilled Health Professionals Pty Ltd T/A Advance Nursing premises is prohibited.
- (b) While it is a personal decision to lawfully use alcohol, it is essential that such use does not interfere with the official and safe performance of the individual's duties, or reduce the employee's dependability, or reflect on the employee or Skilled Health Professionals Pty Ltd T/A Advance Nursing.

#### **2.2. Drugs**

- (a) The manufacture, distribution, possession, disposition, sale, purchase or or use of illegal drugs by Skilled Health Professionals Pty Ltd T/A Advance Nursing employees during working hours is prohibited.
- (b) An employee may not report to work, or perform work, while under the influence of any illegal drug. An employee may not report to work, or perform work, if judgment, coordination, or performance could reasonably become impaired during work due to the use of an illegal drug or substance.

### **3. Testing**

#### **3.1. Reasonable suspicion of alcohol or illegal drug use**

- (a) Where there is reasonable suspicion that an employee is under the influence of alcohol or is using illegal drugs during working hours, the employee must cease work immediately.
- (b) Reasonable suspicion must be based on a reasonable and clearly definable belief that the employee is under the influence of alcohol or is using an illegal drug on the basis of specified, contemporary physical, behavioural, or performance indications of probable alcohol or drug use.

### **3.2. Testing**

- (a) In consultation with the employee, and the employee's nominated representative, Skilled Health Professionals Pty Ltd T/A Advance Nursing reserves the right to require the employee to participate in a drug or alcohol test. Skilled Health Professionals Pty Ltd T/A Advance Nursing may also require the employee to undertake counselling or rehabilitation before return to work is scheduled.
- (b) The presence of any detectable or observable amount of alcohol or drugs in an employee is prohibited, and any infraction of these rules will result in disciplinary action.
- (c) A breach of this policy may initiate appropriate action including the termination of employment or subcontractor agreement.

## **4. Employee assistance**

- (a) Skilled Health Professionals Pty Ltd T/A Advance Nursing recognises that drug and alcohol abuse can be successfully treated and is committed to helping employees who suffer from these problems, while holding them responsible for their own recovery.
- (b) The intent of this policy is to offer a helping hand to those who need it. Skilled Health Professionals Pty Ltd T/A Advance Nursing will provide any necessary information to employees who suffer from such abuse, and referral to an appropriate treatment provider if treatment is required.
- (c) Personal or other leave may be made available for any incidental time required off work.
- (d) Arrangements to take appropriate leave will be made with the employee for any extended periods of time off work, based on the advice of a treatment provider and accompanied by a medical certificate.
- (e) Any information regarding an employee's condition will be treated in the strictest of confidence and in accordance with the *Privacy Act 1998* (Cth). No referrals will be made or information provided to other parties without the permission of the employee involved.

## **5. Further information**

If you require further information, please speak with your manager.

