

Drug, Alcohol and Smoking Policy

Policy overview

The K1 Payroll Pty Ltd is concerned for the wellbeing of its children, families, and staff. This policy sets out the expectations of K1 Payroll Pty Ltd with regards to the use of drugs, alcohol, and all forms of smoking.

What do I need to do?

You need to carefully read through the Drug and Alcohol Policy to make yourself familiar with the contents of the policy and with Service guidelines.

As a condition of your employment or engagement, you are requested to sign this policy where indicated. By doing so you state that you have read and understood the policy and agree to adhere to its contents and requirements.

Policy and further information

To the extent that the contents of the Drug, Alcohol & Smoking Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions, or representations on which a staff member may rely.

Your manager is available to assist with any queries you have relating to the policy which is detailed below.

Drug, Alcohol and Smoking Policy

Purpose and scope

All staff are required to comply with the Drug, Alcohol & Smoking Policy.

The policy will apply to all K1 Payroll Pty Ltd staff members and, where indicated, other visitors. The policy applies in the workplace and at any other property provided by the K1 Payroll Pty Ltd. It is also applicable at events and situations where you are representing K1 Payroll Pty Ltd.

Your Manager is available to assist with any queries you have relating to the policy.

Introduction

Parents have entrusted us with the care of their children, so we have a particularly high level of

responsibility that we must take, a level of responsibility that may be higher than the average community level.

K1 Payroll Pty Ltd is committed to a work environment in which safety and optimum performance of staff is not adversely affected or impaired by the use of alcohol or other drugs.

K1 Payroll Pty Ltd considers that it is improper for staff and visitors to be adversely affected by alcohol or other substances at any time when doing something connected or in association with work.

Being under the influence of drugs or alcohol is prohibited

It is a requirement of this policy that no employee shall present themselves for work or resume duties under the influence of alcohol or be found in possession of alcohol except where otherwise permitted under this policy.

Being under the influence of alcohol includes ingesting any alcohol or an employee/contractor's blood alcohol concentration exceeding 0.00 at any time where:

- doing something connected with or in association with children.
- on any occasion where the employee is required to drive any motor vehicle in the course of their duties.

All employees have a responsibility to take prescription and over the counter drugs/medication in accordance with the direction of their medical practitioner and manufacturer directions relating to the use of the drugs. Employees should seek advice from their medical practitioner or pharmacist in regards to information on the possible effects of taking medically prescribed or over the counter drugs. In the instance that prescription or over the counter medication could potentially impair an individual's ability to perform their regular work duties in a safe manner, the employee must immediately notify their manager so that corrective control strategies can be implemented such as the provision of personal or unpaid leave. Failure to notify management that the employee may be impaired by prescription/over the counter drugs may constitute misconduct and result in disciplinary action.

All prescription and over the counter drugs/medications brought into the education and care service premises should be kept out of reach of children at all times.

Alcohol in the workplace

K1 Payroll Pty Ltd has a 'zero tolerance' to alcohol in the workplace. This means that employees are not permitted to work or attend work whilst under the influence alcohol or be found in possession of alcohol within the workplace.

Being under the influence of alcohol includes ingesting any alcohol or an employee/contractor's blood alcohol concentration exceeding 0.00 on any occasion where the employee is required to attend for work or do something connected with or in association with K1 Payroll Pty Ltd.

Alcohol away from the workplace

In limited circumstances, it may be acceptable for staff and visitors to consume alcohol away from the worksite at work-related functions, such as at company events or functions. In these circumstances, K1 Payroll Pty Ltd expects that alcohol will be consumed in a limited and responsible manner. In such circumstances, employees are required to abide by Road and Traffic regulations when driving

after the consumption of alcohol.

K1 Payroll Pty Ltd does not condone the consumption of excess alcohol at company events and under no circumstances is it permitted to continue to serve alcohol to any intoxicated person. Additionally, all employees are expected to represent K1 Payroll Pty Ltd and behave in a professional manner at any company event, or event that K1 Payroll Pty Ltd representatives are attending.

A nominated member of management will have the responsibility of overseeing any function where alcohol is served by K1 Payroll Pty Ltd and will ensure the guidelines below are followed:

- a. Those responsible for mixing and serving drinks shall be appropriately licensed, or trained in the responsible serving of alcohol i.e. the effects of alcohol, applicable laws, refusing service to intoxicated persons and helping patrons obtain transport instead of driving;
- b. Non-alcoholic and low alcohol drink alternatives are provided;
- c. Food is provided when alcohol is being served (where possible);
- d. Individuals who intend to consume alcohol at work-related functions use a safe mode of transport home and may provide alternative transport if required;
- e. Individuals are not pressured to consume alcohol; and

Consideration is given as to whether alternative types of functions where consumption of alcohol is incidental rather than central to the focus of the function.

What will K1 Payroll Pty Ltd do?

The following procedure will apply if a staff member is suspected of being under the influence of either alcohol or drugs at any stage of the working day (including on commencement or after any break), except otherwise permitted by this policy.

- The concerned staff member will contact their Manager for advice and support.
- The Manager will approach the employee and request that the staff member undergo a drug and alcohol test with K1 Payroll Pty Ltd's chosen doctor.
- If the staff member is willing to undergo a drug and alcohol test, the Manager will arrange transport to K1 Payroll Pty Ltd's doctor or the employee's doctor.
- If the doctor determines that the staff member is unfit to continue working, then the staff member will be sent home for the day. No payment will be made for the time lost due to being unfit for work unless it relates to legally prescribed medication and the staff member has previously notified his or her supervisor of the staff member's requirement to take the prescribed medication. In this circumstance, the staff member may be required to take sick leave or unpaid leave.
- If the staff member is fit to continue working, the staff member will return to their job. All time lost in attending the doctor will be paid for by K1 Payroll Pty Ltd.
- If the staff member is unwilling to submit to a test or is hostile, the Manager will be called in to talk to the staff member, with a view to influencing the staff member to leave the area and attend a doctor.
- If the staff member remains unwilling to see a doctor, then the normal disciplinary procedure will be commenced. The counselling and disciplinary procedure may result in disciplinary action up to and including dismissal.
- Unless otherwise stated, the staff member will not be paid from the time of initially being requested to leave the job by the supervisor until the following day at normal commencement time.

Confidentiality

All personal health information gathered in the course of administering this policy will be treated in the

strictest of confidence and will only be used for the purposes of this policy.

Smoke free work environment

Given the proven health risks of smoking and the special position of care in which we operate, K1 Payroll Pty Ltd recognises and accepts its obligation to provide its staff and children with a healthy and safe working environment.

While K1 Payroll Pty Ltd recognises that each individual has a right to choose whether or not to smoke, K1 Payroll Pty Ltd has a responsibility and a legal obligation to ensure that the health of children, parents and non-smokers is not harmed by the effects of passive smoking.

It is K1 Payroll Pty Ltd's policy that smoking is prohibited inside and within sightlines of all K1 Payroll Pty Ltd buildings and/or K1 Payroll Pty Ltd vehicles.

The prohibition on smoking includes the smoking of vaporizers and/or e-cigarettes. As several leading Australian health bodies maintain there is insufficient evidence to support claims vaping is safe, to ensure the health of our employees, the smoking of vaporizers and/or e-cigarettes is prohibited in all buildings and/or vehicles.

There are no exceptions to this policy and wilful disregard will be treated as a serious breach.

If staff want to smoke, they must leave the site and go to a location well away from the site operated by K1 Payroll Pty Ltd and in a place where the children on site cannot see the staff member smoking. Staff should ensure that smoking is limited to normal break times.

What happens if someone breaches this policy?

The consequences of a breach of this policy will vary depending on the type and seriousness of the breach and will be at the discretion of K1 Payroll Pty Ltd. Depending on the circumstances, K1 Payroll Pty Ltd may take disciplinary action against employees up to and including termination of employment. Breach of this policy by a contractor may result in K1 Payroll Pty Ltd terminating the contractor's engagement with K1 Payroll Pty Ltd.

Certification and Declaration

I have been provided a written copy of the K1 Payroll Pty Ltd policy regarding alcohol and drugs. I am aware that this policy prohibits staff from being under the influence of alcohol or drugs at work and only permits the responsible consumption of alcohol in limited circumstances away from the workplace. I am also aware that violation of this policy may be used for disciplinary action up to and including termination of employment/engagement. *

(select one option only)

- No
- Yes

I understand that K1 Payroll Pty Ltd may request me to undergo alcohol or drug

testing in the circumstances set out in this policy. I understand that the results of any such test may form grounds for disciplinary action (up to and including termination of employment/engagement), as may a refusal on my part to undergo any such test. *

(select one option only)

No

Yes