

	Accord Synergy Ltd.	Eff. Date	28.02.2017
	Drug and Alcohol Policy		

1. Any **ACCORD SYNERGY LIMITED** staff member having problems with alcohol and/or other drugs that affects their work:

May select to take sick leave, recreation leave, long service leave or leave without pay while attending treatment and

Must undertake and continue with recommended treatment to maintain the protection of this policy from disciplinary action.

2. A person whose work performance or behavior is impaired by drugs or alcohol will be considered a risk to the health and safety of themselves and others.

3. A person reasonably suspected to be impaired by drugs or alcohol will be directed to leave the workplace until the commencement of the next working day and that person is unimpaired by drugs or alcohol.

4. An **ACCORD SYNERGY LIMITED'S** staff member directed to leave the workplace for the reason set out in clause 3 above, will not be paid for the remainder of that day.

5. The immediate supervisor (or if not, another available supervisor) will make the decision on a person's impairment. A staff safety representative, (or if not, another staff representative) will verify this decision.

ACCORD SYNERGY LIMITED staff fulfilling responsibilities under this clause must have completed the 'responsible person' training course before acting under this policy.

6. On the first and second occasions, the person will on their return to duty be counselled on their behavior, receive a written warning and be given information on the availability of treatment/counseling. If there is a third breach in any single period of 12 months disciplinary proceedings will commence - this may result in dismissal.

7. Warnings issued for breaches of this policy will lapse after 12 months.

8. Lawful use of prescription medicines under medical supervision will be treated separately under

