



Alcohol & Drugs Policy July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley believes that a healthy and productive workforce, safe working conditions free from the effects of drugs and alcohol, and maintenance of the quality of products and services provided by Helen & Joey Estate and Re'em Yarra Valley are important not only to the business but also to its team members and the general public.

We conclude that the abuse of drugs and alcohol creates a variety of workplace problems, including injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased team member morale, decreased productivity and a decline in the quality of products and services. Due to Helen & Joey Estate and Re'em Yarra Valleys' strong concerns in this area, the following comprehensive policy applies to all team members and managers.

PROCEDURES:

1. Recruitment Policies

- a. No person will be employed who is known to currently abuse, promote or sell illegal drugs.
- b. Illegal drugs are those substances recognised as a drug and/or defined as illegal under federal, state or local laws, including, but not limited to:
 - Marijuana / THC
 - Heroin / Opiates
 - Amphetamines & Meth Amphetamines
 - MDMA
 - Cocaine
 - Hallucinogens
 - Hashish
 - Synthetic drugs
 - Depressants not prescribed by physician for treatment of a current condition
 - Stimulants not prescribed to the team member by physician for treatment of a current condition
 - Abuse of prescription medication



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2. Use or Possession of Alcohol, Narcotics and Other Controlled Substances

- a. No team member may possess drugs, narcotics or other controlled substances on business premises during working hours, including break or meal periods.
- b. The possession or consumption of alcoholic beverages on business premises is prohibited without management approval.
- c. Violation of this policy is cause for immediate disciplinary action up to and including dismissal.

3. Team members Deemed to be Under the Influence of Alcohol, Narcotics or Other Controlled Substances

- a. Team members are prohibited from reporting to work or performing their job assignments under the influence of alcohol, narcotics or other controlled substances at any time.
- b. Any team member who displays evidence of alcohol use, such as the smell of alcohol on the breath, will be immediately removed from the business premises. Appropriate action will be taken based on employment history and repeated violations.
- c. A team member's Direct Manager may require a team member to be tested for drug or alcohol influence during any work shift. Helen & Joey Estate and Re'em Yarra Valley may organise (through a registered medical practitioner) for the collection and testing of samples "upon reasonable suspicion" from current team members for the following purposes:
 - Investigation of possible team member impairment.
 - Investigation of accidents /near misses in the workplace.
 - Incidents of workplace theft.
 - Maintenance of safety for team members and the general public.
 - Maintenance of productivity, quality of products or services or security of property or information.
- d. "Reasonable suspicion" is defined as whenever a team member's observed behaviour, productivity levels, attendance records, demeanour, damage to property, security violation, injury to self or others, inability to perform their duties in a satisfactory or safe manner or any other unusual behaviour or circumstance raises the question about the team member's physical condition and/or fitness to perform their job.



4. The Selling, Soliciting or Dealing of Illegal Drugs

- a. Any team member who is found to be a seller or who is involved in the sale, solicitation or dealing of illegal drugs or controlled (non-prescription) drugs will be summarily dismissed.

5. Team Member Assistance

- a. All current team members who recognise their need for counselling or medical assistance due to dependence upon drugs or alcohol may voluntarily contact the General Manager or Managing Director and receive confidential assistance in determining options available and ways in which Helen & Joey Estate and Re'em Yarra Valley will support their recovery. Support is available from a number of service providers including the Australian Drug Information Network (ADIN.com.au). Helen & Joey Estate and Re'em Yarra Valley will endeavour to support the team member in any reasonable way possible, including time off for rehabilitation and so on.

6. Search

- a. Helen & Joey Estate and Re'em Yarra Valley will take whatever measures are necessary to find out if personal use of alcohol or illegal drugs are being used on the business's premises.
- b. Helen & Joey Estate and Re'em Yarra Valley reserves the right to inspect any bag or package taken from or brought into the business premises. This includes suspicion of alcohol or illegal drug use. If any team member refuses to submit to a search (package only) after the reason for the search has been fully explained, the team member will be removed from service and may be terminated for insubordination.

7. Work Functions

- a. Team members are reminded that at times alcohol may be provided at work functions. Prior knowledge will be provided so that all team members can organise to get home from the function safely. It is the responsibility of each team member to take responsibility for their own actions and be aware of alcohol limits if intending to drive. Drink driving is a crime and puts team members and the Helen & Joey Estate and Re'em Yarra Valley business at risk.
- b. It is against Helen & Joey Estate and Re'em Yarra Valley policy for any team member to consume any business-owned alcohol without the express approval of the Managing Director.
- c. Under no circumstances is any team member under 18 years of age to consume alcohol at work or at any Helen & Joey Estate and Re'em Yarra Valley function. No team member is permitted to provide alcohol to an underage team member under any circumstances.



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- d. 'Drinks on Friday afternoon' (or at any other time) are not permitted. The only exception to this is if the Managing Director instigates a Friday afternoon drink. On these invited occasions only, team members may have a maximum of 2 drinks and must behave in line with all business policies. Helen & Joey Estate and Re'em Yarra Valley encourages all team member to make alternate arrangements for driving to get home after work if they choose to have an alcoholic drink when invited.