

Drug & Alcohol Policy

Ckorp Holdings | CH-POL-02 | Version 1.0
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Policy statement

Ckorp Holdings is committed to a healthy and safe working environment. Alcohol, drug and other substance misuse can adversely affect a person's health and safety and that of others.

Employees must not:

- consume alcohol or be under the influence of alcohol while working;
- use or possess illegal drugs in any workplace; or
- drive a vehicle for work after consuming alcohol or while affected by illegal substances.

Aims and objectives

We will adopt procedures to:

- enforce zero alcohol tolerance when operating work vehicles or undertaking work-related tasks;
- discourage and prevent alcohol consumption during work time, including lunch breaks, business meetings, work events and when representing the company;
- provide relevant information, including posters, brochures and online material; and
- conduct information sessions and training on drug and alcohol procedures and policies.

Management responsibilities

Management is accountable for implementing and reviewing this policy, including:

- making workers aware of the policy;
- addressing alleged breaches through the applicable investigation and disciplinary or contractual procedures; consequences may include dismissal or contract termination where warranted and lawful;
- complying with applicable client or principal contractor drug, alcohol and fitness-for-work requirements; and
- administering testing under the company's existing approved procedures and applicable requirements.

Worker responsibilities

Workers must understand and comply with this policy while working or representing Ckorp Holdings, and report suspected breaches to management.

Workers must confidentially notify their Operations Coordinator before undertaking duties if prescribed medication or medical treatment may impair their ability to work safely. Management will assess the work-related risk and arrange appropriate controls, using professional advice where needed. Information will be handled under applicable privacy and employment requirements.

Implementation and review

Implementation rests with Ckorp Holdings' Management and Safety Team. The company will communicate the dangers of drug and alcohol misuse and the risks it creates at work. This policy will be reviewed every two years or earlier when required.