

## FITNESS FOR WORK POLICY

CoreStaff acknowledges it has a duty of care and is committed to providing and maintaining a working environment, so far as practical, in which our employees are not exposed to any hazards arising from fatigue and/or the consumption of alcohol or other drugs in order to minimise the risk of incidents in the workplace.

CoreStaff will take all practicable steps in working with our clients to ensure the hours of work and shifts do not create an unacceptable risk of fatigue.

CoreStaff supports a zero tolerance to drugs & alcohol in the workplace and Staff and Field Employees are expected to conduct themselves according to State and Federal laws governing drugs and alcohol.

As such, we support the right to conduct random Drug and Alcohol testing in the workplace.

Disciplinary action with the potential of dismissal will result where an Employee;

- exceeds 0.00% in an alcohol test;
- has a non – negative (positive) result for non-authorized drugs; and/or
- is found to be in possession at a CoreStaff location or client premises of alcohol or non-authorized drugs.

If any screening confirmatory test return a positive result and or an individual is affected or impaired by alcohol or other drugs, they will be removed from CoreStaff and/or clients location.

During the employment induction process CoreStaff will actively promote employee awareness that their fitness for work may be influenced by fatigues, alcohol and other drugs

Accordingly CoreStaff requires that:

- Staff and Field Employees must present fit for work prior to the commencement of duty.
- Where a Staff member or Field Employee has the need to use a prescribed or a permissible therapeutic drug, under the guidance of a physician or pharmacist, they are required to notify the relevant authority in the workplace prior to commencement of duty
- Staff and Field Employees must not perform any duty, or be available to perform any duty, if aware that he or she is adversely affected by a testable drug or by alcohol, until he or she is no longer adversely affected.

Rob Blenkinship



CEO