

ALCOHOL & OTHER DRUGS (AOD) POLICY

Neo Civil Pty Ltd operates in all areas of civil construction and we focus on continual attention to the safety and health of our workforce, and the ways in which safety can be improved. The safety of our workforce, associates and the public are of paramount importance to the company.

The consumption of alcohol and other drugs has a detrimental effect on workplace health and safety and has the potential to cause workplace injuries, many of which can be serious. As a company and individually, Neo is committed to a ZERO tolerance AOD policy in order to avoid injuries caused directly or indirectly by the consumption of alcohol and other drugs.

The purpose of our AOD Policy and Procedure is to set out how Neo and its workforce can work together to eliminate risks of injury stemming from alcohol and other drugs insofar as possible by ensuring that employees, contractors and other individuals are fit for work and not affected by alcohol or other performance impairing substances.

Failure to comply with this Policy or failure to pass a random test will lead to dismissal or termination of contract. Broadly, the following strategies will be implemented to achieve the Policy's intent:

- No employee or contractor who has detectable levels of alcohol or drugs (in accordance with the applicable Australian Standards) shall be allowed to work on a Neo site.
- Neo retains the right to assess an individuals' fitness for work prior to commencement of employment, at any time on, or before entering, site and at any time throughout their employment with the company.
- Provide appropriate education so that Individuals have the knowledge, attitudes and skills to manage their own alcohol and drug use and ensure their fitness for work.
- When considered appropriate by Neo, the provision of a range of preventative and rehabilitative measures to overcome alcohol and drug issues that could impair an employee's fitness for work.
- The provision of training for Managers and Supervisors to ensure that they can recognise individuals who may have alcohol or drug problems that could impair their fitness for work and manage them effectively and constructively.
- The establishment of procedures to ensure that all employees who are deemed unfit for work as a result of alcohol or drug use are dealt with in an effective, fair and constructive manner for the safety of themselves and others.
- The establishment of procedures to require contracting companies to implement similar policies to ensure that their employees are fit for work.

We are each personally responsible for the application of this policy by complying with the company's procedures, our client's requirements and current legislation as we carry out our daily tasks.



Mike McGurk
General Manager
Neo Civil Pty Ltd
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