

1. Drug and Alcohol Policy

2. Values Statement

RedR Australia (“RedR”) is guided by its values of accountability, integrity, empathy, and collaboration. This Drug and Alcohol Policy (“Policy”) articulates the commitment of RedR Australia to ensure all associates are provided a safe and respectful workplace.

3. Purpose

The purpose of this Policy is to reduce the likelihood of injury, damage and/or other negative effects resulting from alcohol and/or drug use and/or abuse in the work environment.

4. Scope

This Policy applies to:

- All employees, volunteers, contractors, and interns/work placements of RedR
- Associate trainers
- RedR deployees
- Standby personnel/applicants
- Board members.

(“Workplace Participants”)

5. Policy Statement and Principles

RedR aims to provide and maintain a workplace environment that not only protects the health and safety of all Workplace Participants whilst at work, but also facilitates a productive workplace. A safe and productive work environment includes the respectful treatment of others in the workplace.

The use of drugs and/or alcohol in the workplace may impair a Workplace Participant’s ability to perform their work safely, efficiently and with respect for peers, clients, training participants and others.

Principles

This policy is not restricted to the workplace or work hours. The obligations contained in this policy:

- Includes all RedR workplaces;
- Extend to all functions, places and training sites that are work-related. This will include where a Workplace Participant’s attendance originates with or is sponsored by RedR Australia or events that are connected to work such as training, conferences, work lunches, meetings or client functions.
- Also apply when workplace participants go to other workplaces, functions, places or training sites in connection with work, for example attending workplace, functions or meetings of a customer, client or supplier, or when travelling for work.
(“Work-Related Function”)

Workplace Participants must comply with this Policy at all Work-Related Functions. Any reference to a workplace, workplace function or work in this Policy is also a reference to a Work-Related Function.

Drugs

There is a strict prohibition of being under the influence of illegal drugs at work. Where a Workplace Participant is taking prescription or pharmacy drugs for a legitimate medical purpose, the Workplace Participant will not breach this policy by attending work, if:

- The Workplace Participant takes the prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs.
- The Workplace Participants do not misuse or abuse prescription or pharmacy drugs.
- The Workplace Participant informs himself/herself of the impact of consumption of alcohol on prescription and pharmacy drugs and limits their consumption accordingly and in compliance with this Policy.
- The Workplace Participant checks with their medical practitioner or pharmacist about the effect of the drug on their ability to drive vehicles, operate machinery and generally perform their work duties in a safe manner. If a Workplace Participant's ability to perform their work safely may be affected by the prescription or pharmacy drugs they are taking (or propose to take), the Workplace Participant is responsible for obtaining advice in writing from the medical practitioner or pharmacist and providing it to their manager or supervisor, before undertaking their work. The Workplace Participant may be required to take personal/carer's leave in these circumstances.

Alcohol

To ensure a safe workplace environment, RedR expects the following:

- Workplace Participants must always uphold an appropriate standard of behaviour (including a total prohibition on participants becoming inebriated or drunk).
- Workplace Participants in charge of vehicles, equipment/machinery, handling hazardous chemicals or undertaking hazardous activities must have a blood alcohol content of 0.00 for these circumstances and must always comply with the laws of the relevant state or territory.

6. Procedures

Managing Alcohol at a Work-Related Function

When there is a Work-Related Function, employers have a duty to:

- Ensure Workplace Participants consume alcohol responsibly.
- Ensure Workplace Participants are aware of its policies with respect to Work-Related Functions, emphasising any discrimination, bullying and sexual harassment policies.
- Inform Workplace Participants whether certain functions constitute Work-Related Events.
- Facilitate a safe and controlled environment including facilitating the safe and controlled service and consumption of alcohol when alcohol is available.
- Remind Workplace Participants of prohibited activities such as drinking games.
- Prepare and publish a guide on how to report any anti-social behaviour both during and after the event, including the process taken where an investigation of conduct is required.
- Provide a clear end time of the event and outline any organised, appropriate ways of getting home.
- Explicitly state that any events following the function that may be seen as an 'after-party' are not condoned by the employer.

A Workplace Participant must be aware that the same standard of behaviour expected in the workplace is expected at a Work-Related Function. They must continue to follow any applicable policies or standards that govern their workplace.

When there is a Work-Related Function, Workplace Participants:

- Must behave in a way that is compatible with their duties as a staff member and is not objectively likely to cause damage to other people, to the staff member's relationship with RedR or to RedR's current or future interests.
- Understand, and are required to make clear representations that, events they host, initiate or attend following a workplace function that will be seen as an 'after-party' are not condoned by the RedR.
- Owe a duty of loyalty and in some circumstances, a contractual duty to act in the best interests for their employer.
- Must not act in a manner contrary to workplace policies and their employment contract.
- Must not engage in conduct as to indicate a rejection or repudiation of the employment contract.
- Should be aware that any misconduct will be subject to a workplace investigation that may result in disciplinary action including (but not limited to) termination.
- Where an investigation of an event is undertaken by an employer, must cooperate fully with the investigation.

Managing Alcohol and Drugs on a Training Site

To ensure a safe learning environment, RedR stipulates the following:

- All participants, trainers and volunteers must not be under the influence of alcohol or illegal drugs during the delivery of training (must have a blood alcohol concentration of 0.00).
- All participants, trainers and volunteers must drink responsibly outside of training activities/ responsibilities.
- Alcohol and drugs are not to be consumed in shared accommodation/ dormitory arrangements.

Concerned about a co-worker

If someone is concerned that a co-worker is intoxicated while at work or is coming to work tired or with a hangover, it is important to document these incidents and report it to their manager, the People and Capability team, or a RedR representative.

A Workplace Participant who is affected by drugs or alcohol may be asked to leave work and will not allowed to return until RedR is satisfied they are fit to do so.

Where a Workplace Participant is sent home or is required to attend a medical examination, the Workplace Participant must report to their manager to discuss the incident the following working day, or when the Workplace Participant is no longer under the influence of drugs and/or alcohol.

External support can be suggested by a manager or the People and Capability team, and can include:

- Confidential Counselling and RedR Employee Assistance Program – Mandala Foundation – 1300 767 707 or 03 9005 0808.
- Lifeline – <http://lifeline.or.au> – 13 11 14.
- Alcohol and Drug Foundation - <http://adf.org.au> and/or Drug Info and Advice Line – 1300 85 85 84.
- National Alcohol and Drug Hotline – 1800 250 015.
- DrinkWise - <https://drinkwise.org.au/>.

Breaches of this Policy

Breaches of this policy including the refusal to follow reasonable directions will lead to disciplinary actions and may include termination of employment, termination of engagement, and/or removal from a RedR training course.

7. Roles and Responsibilities

Breaches of this Policy

RedR Board

- Aligns RedR's activities with this policy and approves changes to the policy.

CEO/Leadership Team

- Implements the policy, creates a culture that values prevention, manages risk, rectifies issues, and ensures staff receive appropriate training.

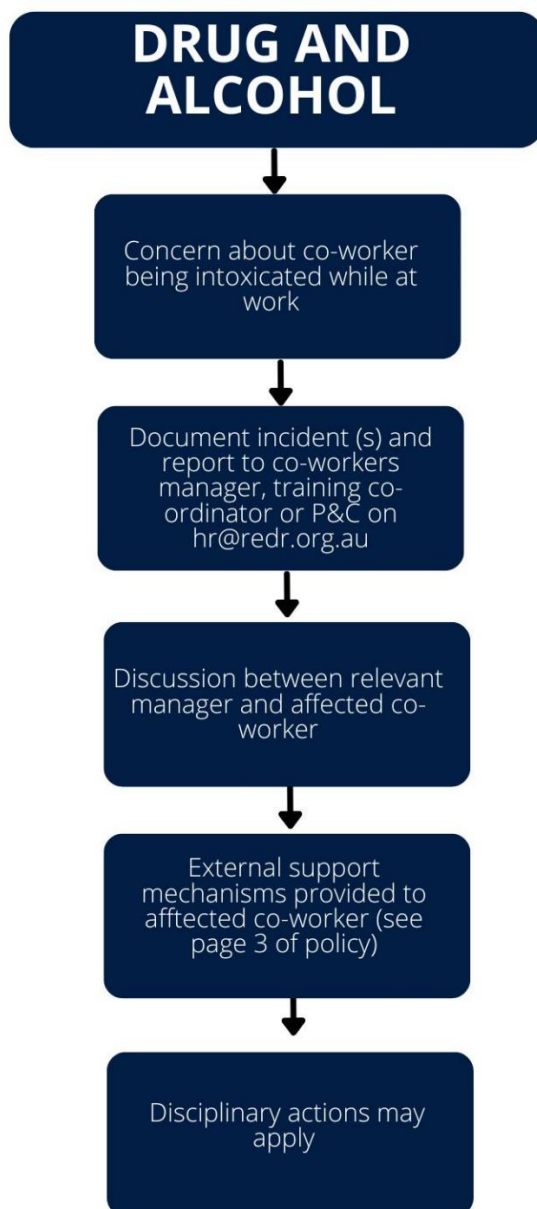
People and Capability Manager

- Ensures compliance to the policy
- Provides resources for staff to understand and adhere to this policy.
- Ensures that a regular review of the policy is conducted

All Staff, Deployees, Trainers, Volunteers, and Contractors:

- Understands and adheres to this policy, reports concerns, and participates in provided training.

8. Flow Chart



9. Definitions

Illegal Drugs

includes any drug prohibited by State, Territory or Federal law in Australia or any other laws (including foreign and international laws) to which RedR is subject or which apply to the work performed by Workplace Participants for RedR. For the purposes of this Policy, marijuana is considered an illegal drug. In this Policy, “illegal drugs” also includes prescription or pharmacy drugs (as defined below) which are used without the necessary prescription or for non-medical purposes.

Drug and Alcohol Policy

Policy	refers to this Drug and Alcohol policy
Prescription and Pharmacy Drugs	where a medical practitioner has properly prescribed lawful drugs for a diagnosed medical purpose or where the drug is lawfully available at Australian pharmacies (without a prescription) and is required for a legitimate medical purpose.
Work-Related Function	is any function which originates with or is sponsored by RedR Australia or events that are connected to work.
Workplace Participants	includes paid staff, deployees, associate trainers, contractors, volunteers, interns, training participants under the duty of care by RedR

10. Related Policies and Documents

RedR Staff Terms and Conditions
RedR Code of Conduct
RedR Reasonable Medical examination Policy

11. Document Control

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