



## **POLICY – Drugs & Alcohol**

### **POLICY**

Krueger Shopfitters is committed to maintaining a working environment that protects the health and safety of employees, customers and others that may be affected by the activities of the Krueger Shopfitters.

The use of drugs or alcohol can threaten the ability of an employee to carry out their work in a manner that is safe and without risk to customers and fellow employees.

Krueger Shopfitters prohibits the use of drugs or alcohol during the hours of work or in such a manner that may affect an employee's performance at work.

### **Procedure**

- The consumption of alcohol or drugs in such a manner that the consumption will affect the employee's performance at work will not be tolerated;
- An employee's supervisor should be consulted where there is a need for the use of prescribed substances that may affect an employee's standard of work performance;
- In no circumstances should an employee be subject to the influence or use of illegal drugs at work.
- If you require assistance with an alcohol or drug problem the company will assist with recognised treatment and programs. If you have concerns or queries relating to employee assistance treatment or programs contact Linda Waterson, General Manager of Krueger Shopfitters.
- It is expected that employee's present themselves to work being fit and ready for work.
- If an employee is suspected of being under the influence of drugs or alcohol at work the employee will be counselled and stood down until such time as they present themselves in a fit and ready manner to commence work.
- Employees will be subject to two written warnings and terminated where the continued use of drugs or alcohol is detected.