



Torquay Bowls Club

4 - Drugs and Alcohol Policy

Responsible Department - BOM

Date Approved - March 2024

Next Review 2 years

Introduction

Torquay Bowls Club has a ZERO tolerance to drug and alcohol abuse. All employees and contractors engaged by the Company are expected to behave in a responsible manner and present fit for work in a condition that would not impair their ability to work safely.

The effects of drugs and alcohol at work significantly increase the risk of an accident that can result in personal injury, environmental impact or damage to property, as such we adopt a zero tolerance to drugs and alcohol at work.

Scope

The Drugs and Alcohol Policy applies to all employees, contractors and visitors, working on or entering the premises. Customer locations are also worksites for the purpose of this policy.

Objectives

The objectives of Drugs and Alcohol Policy are to:

- Provide a safe working environment by minimising risks associated with the use of alcohol and drugs through continuous improvement and the steady reduction of at-risk drug and alcohol use,
- Provide assistance through preventative initiatives to help overcome employee's alcohol and other drugs problems,
- Ensure employees who are unfit for work are dealt with reasonably, consistently and fairly.

Principles

This policy is based on the principle that:

- Personnel will be assured natural justice in the application of the Drugs and Alcohol Procedure,
- The wellbeing of Company personnel cannot be jeopardised by the misuse of alcohol and drugs by others,
- Personnel must be informed of this policy and Drug and Alcohol procedure and provided opportunity to modify their behaviour,
- Confidentiality of drug and alcohol testing results and associated activities will be maintained at all times.

Responsibilities

Manager

- Initiate testing where there is an incident, or observed behaviour within their team, and
- All other managerial authorities vested in the manager relevant to the effective operation of this procedure, and
- Ensure this policy and related procedure are implemented, and maintain confidentiality of test results and associated activities.

All Employees

- Act in a responsible manner and present for work in a fit and healthy state,
- Notify manager/supervisory personnel if they are experiencing any condition, such as fatigue or other illness, that may affect judgement of performance Notify manager/supervisory personnel if taking prescription medications which have been labelled that they may affect judgement of performance,
- Seek advice from doctor about compatibility of all prescribed medicines with work,

- Reporting instances of suspected unauthorised drug or alcohol use to immediate supervisor,
- Act in a safe manner at all times and to take appropriate action to prevent any risk to the health and safety of other employees or themselves and to the environment, and
- Undergo testing as and when required under the Drug and Alcohol procedure.

Possession or Supply

A person must not bring on to and/or have any alcohol and drugs in his/her possession or control on the club premises except alcohol being served by staff. Unauthorised Supply of Drugs or Alcohol by an employee to others on the club premises will result in immediate dismissal. In the case of contractors, the individual will be required to leave the club immediately and not be permitted to return.

Acknowledgement of acceptance

By being engaged and employed with TBC you acknowledge that you have read and understood this policy and accompanying procedures, and accept the terms and conditions as outlined in this policy and accompanying procedure and documentation.