

Drug and Alcohol Policy

Jim Pearson Transport and its subsidiaries ("JPT") is committed to a safe, healthy and productive workplace, and is focused on eliminating risks associated with the adverse effects of alcohol and drug use. In accordance with this commitment employees should not be impaired by alcohol and or other drugs when at work, undertaking work, or on JPT premises. All employees should be in a fit condition to perform their duties without compromising the safety of themselves, their colleagues, and the general public.

JPT has a duty to ensure that workers are not subject to unnecessary hazards. Part of this "duty to take reasonable care" relates to taking practical steps to ensure workers and contractors are in a fit state to work safely to minimise risks to themselves and their work colleagues.

This Drug and Alcohol Policy was established with the aim of providing a safer working environment for all employees and to eliminate as far as is reasonably practicable, the hazards within the workplace that are associated with the use or misuse of alcohol, illicit drugs, prescribed medication and non-prescribed medication and applies to all employees, contractors and visitors at Jim Pearson Transport workplaces.

JPT strictly forbids the unauthorised use, sale, acquisition, possession, or presence of drugs and alcohol within the systems of workers, contractors, or visitors. This prohibition excludes medically prescribed medications that have been approved by a medical practitioner. Each individual worker has a duty of care to proactively take reasonable measures to safeguard both their personal safety and the safety of their colleagues. It is a legal obligation for all workers and contractors to maintain a state of fitness for work and to carry out their tasks in a safe manner.

As such, all workers must not:

- Consume alcohol or be under the influence of alcohol or other impairing substances whilst working.
- Use or possess alcohol or illegal drugs at any time in any workplace.
- Drive a vehicle, suffering from the effects of illegal substances or alcohol.

No supplier, contractor or visitor will be permitted on any JPT premises while under the influence of alcohol or other non-prescribed drugs.

In the event that drugs or alcohol (other than freight) are found on company premises actions may include an investigation to determine responsibility, and employees may be required to undergo a drug or alcohol test.

JPT advises the following:

- Breath Alcohol Concentration (BrAC) of 0.000 is mandatory.
- Other substances will be confirmed against the relevant legislation, regulations, standards, and codes: Refer AS/NZS 3547- 2019 breath alcohol testing devices for personal use, AS/NZS 4308-2008 Procedures for collection, detection and quantitation of drugs of abuse in urine.
- Testing carried out in accordance with the AS/NZS 4308:2008 and AS4760:2019.
- An employee suspected of being impaired due to alcohol or other impairing substances or return a non-negative drug or positive alcohol reading or refuse to participate in testing will be immediately removed from the workplace. Until such time as it is corrected by a laboratory analysis.

Drug and Alcohol Policy

- JPT will maintain the confidentiality of information obtained about a person under the Policy unless the information is required to be disclosed by law.
- Absolutely NO alcoholic beverages (other than freight), and absolutely NO illegal drugs shall be carried in either the prime mover or trailer at any time.
- Employees are NOT to wear company uniforms to any establishment where it may be construed that they were drinking an alcoholic beverage while on duty.
- Whilst JPT does not wish to intrude into the private lives of workers, if drugs or alcohol have direct impact on individual's work performance or on safety standards, it is JPT's responsibility to workers, clients, and other people in our workplace to intervene.
- If a customer offers an employee alcohol on completion of a job, it must not be accepted.
- Information, education, and training to prevent drug and alcohol related problems occurring in the workplace will be provided to workers.
- Access to the advice and services of Employee Assistance Programs (EAP), to facilitate treatment, counselling and rehabilitation will be provided to workers where required.

Prescribed Medication

An employee has a responsibility to take prescription medication in accordance with the instructions of their medical practitioner. A system for reporting and management of prescription medication is used to ensure the health and safety of persons while at work. Where a worker is on prescription medication which may impair their judgement or performance, they must notify their supervisor and may be required to take sick leave. Failure to advise may constitute misconduct.

Cannabis Medicines are products derived from the cannabis plant and are prepared for medical use. They may contain THC, CBD alone or both in combination. If a person is prescribed a cannabis medicine, they will be required to present a valid prescription from the prescribing medical practitioner in addition to a letter ensuring the person is able to conduct their duties safely in the workplace. No part of this paragraph applies to a JPT driver or a worker who may reasonably be expected to drive or work on a JPT vehicle.

A zero-tolerance policy applies to JPT drivers for THC regardless of prescription status.

Please note commercial heavy vehicle drivers, forklift operators and workshop staff working on heavy vehicles are not able to perform their duties whilst prescribed medicinal cannabis. Refer to the Road Transport Act 2013 (NSW).

If subsequent drug testing confirms the presence of a drug that is not found in the cannabis medicine prescribed, they will be managed in accordance with a non-negative result which may include dismissal.

Testing

- Regular or random testing: Employees may be selected for regular or random drug and alcohol testing at any interval determined by JPT.
- For cause testing / reasonable suspicion: JPT may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- Post-Incident Testing: Any employee involved in an on-the-job incident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the incident

Drug and Alcohol Policy

or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job- accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the incident or injury event in any way.

- Pre-Employment Drug & Alcohol Screens: JPT applicants may be required to submit a drug and alcohol test as a component of their pre-employment medical assessment and testing will be conducted on all fitness to driver commercial medicals.
- Testing at a Customer Site: Employees may be required to participate in periodic and unannounced drug and alcohol testing at customer sites. In the event that a JPT employee returns a non-negative drug or alcohol reading, the employee will face disciplinary measures equivalent to those applied on a JPT worksite.

All drug and alcohol testing will be conducted by an accredited external service provider or by appropriately qualified health practitioners and this may require you to leave the workplace for the purposes of the test. JPT reserves the right to specify which medical practitioner will conduct the screening test. All non-negative tests are sent to a laboratory in accordance with AS/NZS 4308:2008 and AS4760:2019

Alcohol and Drug Testing Disciplinary Process

An employee suspected of being impaired due to alcohol or other impairing substances, or return a non-negative drug or alcohol reading, or refuse to participate in testing is immediately removed from the workplace. That person must comply with the direction given by the company.

A brief interview with the employee will, where practicable, be conducted to give the employee an opportunity to explain his/her actions. If the manager remains of the view that the employee cannot safely perform their work, they will:

- Explain this to the employee.
- Advise them that they cannot remain at the workplace and their absence for the balance of the day/shift will be treated as paid leave.
- Make every effort to ensure the employees safety, including appropriate transport home.
- Instruct the employee to attend a meeting prior to commencing work.
- The employee will also be made aware of support services available.
- Employees that refuse to undergo random drug testing may be subject to attending a medically supervised drug/alcohol test before returning to work.

Disciplinary action may be taken, which could result in counselling or instant dismissal as per JPT Management discretion.

The affected individuals are not to be permitted back to the workplace until they are deemed to be free of any influence of drugs and alcohol and will not be allowed to work until they are fit to do so. The employee may be required to undertake a medically supervised drug/alcohol test to assess fitness for work.

Managers and Supervisors are responsible for the effective implementation of this Policy in the workplace.

Signature:  Date: 11-1-2024

Jim Pearson
Managing Director