

Overview of testing process



Our AOD Policy extends our AOD education, testing and support to all workplaces across the Australia Post Group.

Know your limits - under our AOD Policy:

- 1 All employees and contractors who drive a vehicle/motorcycle for work must not have a Breath Alcohol Content (BrAC) over the legal driving limit for the type of vehicle they use and type of license they hold while on duty. This will range from 0.00% to 0.05%.
- 2 Everyone else must not have a BrAC greater than 0.05% while on duty.
- 3 All employees and contractors must not return a positive drug test with levels over the cut-off levels specified in the relevant Australian Standard.
- 4 Employees and contractors can take prescription and non-prescription medication while on duty, provided this does not impact their ability to safely do their job.

We expect that the vast majority of our people already comply with these limits.

Random testing

- Under the AOD Policy, we can randomly test employees and contractors to ensure that they are not affected by AOD.
- All testing will be done by a competent, trained AOD Technician from an external AOD testing agency.
- If an employee or contractor is selected for testing, compliance is mandatory.
- Testing should take about 15 minutes and once the results are confirmed negative, the employee or contractor will return to normal duties.
- Employees and contractors who test positive for alcohol, non-negative (requires further investigation) for drugs, or refuse to be tested, will be required to leave the workplace pending further notification. The outcomes will be managed on a case-by-case basis and may include action under the relevant disciplinary process (for employees) or other remedial action (for contractors).

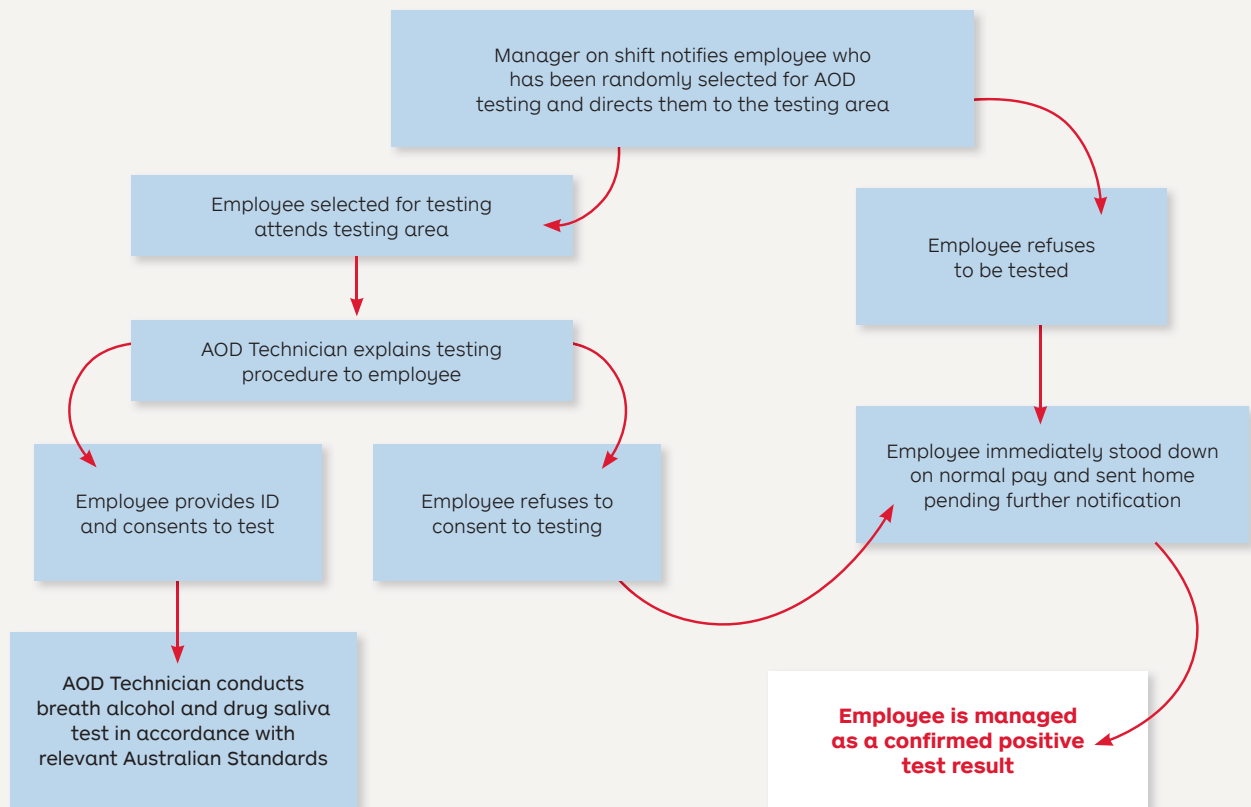
For cause testing

- Under the AOD Policy, we can also test employees and contractors under 'reasonable suspicion', post-incident and on return to work following a positive AOD test result.
- The process for testing, in these circumstances, is like the above process except it is targeted rather than random selection. The outcomes will be managed on a case-by-case basis and may include action under the relevant disciplinary process (for employees) or other remedial action (for contractors).

For more information on the AOD Policy visit ourpost.com.au

You can contact the Employee Assistance Program (EAP) or Workforce Assistance Program (WAP) on 1300 687 327 at any time for free, independent and confidential support.

Random testing process



Outcomes of testing

