

# Group Alcohol & Other Drugs Policy

## Rationale and Scope

Safety is one of Australia Post Group's (Group) shared 'TIES' values. The Group's safety vision is for zero harm and all of our people should feel safe and well when at work, and during any activities that are connected to their work.

The Group recognises that persons affected by alcohol and other drugs (AOD), including prescription, non-prescription and illegal substances, can contribute to unsafe Workplaces and potentially expose people to harm. AOD can also affect a person's work performance, relationships, the quality of the Group's services to our customers and the community, and the Group's brand and reputation.

We understand that the use of AOD is an increasing problem across the Australian community, and our position as one of Australia's largest employers exposes our Workplaces to these issues. As such, the objective of the AOD Policy (Policy) and the associated Alcohol & Other Drugs Guidelines (Guidelines) is:

- to minimise the risks arising from AOD use within the Group's Workplaces by undertaking various types of AOD testing (administered in accordance with the relevant AOD standards based on the applicable legislative requirements);
- to ensure the Group (and all Group Employees and Contractors) comply with all legal obligations arising in relation to AOD use; and
- assist our people to access relevant support services where AOD related issues are identified.

This Policy applies to all Group Employees and Contractors who act on the Group's behalf. It also applies to all external applicants seeking employment with the Group that require a pre-employment medical.

## Policy Principles

AOD can affect an individual's health and their ability to work safely, and as a large organisation with a diverse workforce the Group is committed to keeping everyone safe in our Workplaces. As such:

- The Group will take steps to conduct AOD testing across our Workplaces, including random testing, pre-employment screening testing and 'for cause' testing (including reasonable suspicion, post incident and return to work testing following a positive test);
- All Group Employees and Contractors must comply with the requirements of this Policy, including its associated Guidelines and procedures. In addition, Group Employees and Contractors must report AOD-related risks to their people leader where there are any immediate safety concerns;
- Any refusal to undergo AOD testing by Group Employees and Contractors will be treated as a confirmed 'positive' result, and any job applicants who refuse AOD testing may be considered unsuitable for employment with the Group;
- Group Employees and Contractors must comply with any other AOD policies (including any testing requirements) of other businesses when performing work at other sites that are not owned by the Group;
- People leaders have an additional obligation to demonstrate responsible AOD behaviours, and to address AOD issues faced by their team members. In particular, people leaders must communicate and implement the requirements of this Policy, and take appropriate action where AOD-related risks are identified (or where they have a reasonable suspicion of AOD related issues that may impact the safety of an individual or their other team members);
- Senior leaders have a responsibility to encourage a culture within the business that is intolerant to AOD related risks, and to make appropriate resources available to people leaders to enable them to effectively implement this Policy;
- The Group provides information, education and training on AOD related issues, risks and expectations; and
- The Group will provide all team members with access to internal and external support services where AOD-related issues are identified.

## Breaches of this Policy and disciplinary action

Allegations involving a breach of this Policy will be managed through the applicable Group entity's disciplinary processes, as amended from time-to-time.

Breaches of this Policy may result in disciplinary action up to and including termination of employment for Group employees. Disciplinary action will take into account the individual circumstances of each case.

In circumstances where a Contractor's or third parties' team member has breached this Policy, the Group will take the appropriate action under the applicable contract. This may include the contract for services being terminated and/or an individual's authority to deliver being removed.

A positive test result will not be provided to the Police unless legally required.

## Policy Support and Administration

Detailed information to support this Policy including the AOD Guidelines, procedures and other guidance materials are available on OurPost and Isaac.

**Policy Sponsor:** EGM People and Culture

**Policy Owner:** General Manager, Safety & Wellbeing

Version Number: V 4.0

Approved By: The Board

Approved On: 29 May 2023

Effective Date: 29 May 2023

Next Review Date: 29 May 2026

## Glossary

Term	Definition
AOD	Alcohol and other drugs including prescription, non-prescription and illegal substances.
Contractor	A person or company who performs work for a member of the Group under a contract for services. For the purposes of this policy, 'Contractor' includes any personnel engaged by the Contractor who perform that work under the contract for services. It also includes any employees who perform work at Group Workplaces under a labour hire agency agreement.
Employee	An individual who is employed on a permanent, fixed term or casual basis by the Group.
Workplace	Anywhere work is carried out for the Group, including any place where an Employee or Contractor goes, or is likely to be, while on duty (includes vehicles or mobile structures).