

Harvest Logistics Limited

Workplace Drug and Alcohol Procedure

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1. Definitions

1.1 Adulteration	<p>Deliberate use of a substance to compromise, or attempt to compromise, the integrity of a urine specimen in order to attempt to 'beat' the drug test, e.g. specimen dilution, using a masking agent, or providing a substitute urine specimen.</p>
1.2 Alcohol	<p>Includes any substance or beverage that contains ethyl alcohol including, but not limited to, beer, cider, wine, pre-mix drinks and spirits.</p>
1.3 Aliquot	<p>A portion taken from the specimen.</p>
1.4 Breath alcohol testing device (breathalyser)	<p>A breath alcohol testing device is a unit designed to accurately measure breath alcohol content. The unit must meet current New Zealand Standards.</p>
1.5 Chain of custody	<p>1. Worker to be tested: Post Accident/Incident, Reasonable Cause, Random</p> <p>The worker will be closely supervised and accompanied by the manager (or the manager's delegate) from the time of notification of the requirement to test until she/he has been delivered to the New Zealand Qualifications Authority (NZQA) qualified collector.</p> <p><i>Post-accident/incident and reasonable cause</i></p> <p>All attempts will be made to get the alcohol test conducted within one hour and the urine specimen collected for the drug test within three hours.</p> <p><i>Random testing</i></p> <p>Systems will have previously been arranged to ensure the above time constraints are able to be met.</p> <p>2. Urine collection</p> <p>A series of procedures to account for the integrity of each specimen by tracking its handling and storage from the point of specimen collection to final disposal of the urine.</p> <p>Chain of custody forms are used to document the data from the time of collection of the specimen, throughout the on-site screening process and (where required) its receipt by the laboratory as well as dispatch between laboratories. Thereafter, appropriate laboratory data systems and documentation account for the handling of the urine or aliquots within the laboratory.</p>
1.6 Collecting agency	<p>An organisation to assume professional, organisational, educational and administrative responsibility for collection, on-site screening (if applicable), storage and dispatch of a urine specimen. Accreditation is required if the organisation is conducting drug screening.</p>
1.7 Collector	<p>Drugs</p> <p>A person who has successfully completed NZQA qualifications demonstrating compliance with current New Zealand Standards for:</p>

	<ul style="list-style-type: none"> • Specimen collection, handling, storage and dispatch of specimens; and • On-site screening; and • Has received a statement of attainment in accordance with NZQA. • The two-unit standards required are: <ol style="list-style-type: none"> 1. US 25458: <i>Perform urine specimen collection in the workplace for drug testing.</i> 2. US 25511: <i>Perform urine drug screening in the workplace.</i> <p>Alcohol</p> <p>A person who has been trained to use a breath alcohol testing device in compliance with the testing procedures. The person can be either a trained and authorised company worker or a third party.</p>
<p>1.8 Cut-off concentration (drugs)</p>	<ol style="list-style-type: none"> a. A urine level of drug and/or metabolite, as per current New Zealand Standards, at and above which the confirmed result will be reported by the laboratory as 'positive' and below which it will be reported as 'negative'. b. A urine level of drug and/or metabolite, as per current New Zealand Standards, at and above which the laboratory will report the result as 'positive' and below which it will report as 'negative'. The laboratory is required to determine the appropriate level.
<p>1.9 Drug</p>	<p>Substances which are illicit or restricted drugs, drugs covered by the Psychoactive Substances Act 2013 and some currently legal drugs which have the potential to cause impairment.</p> <p>The term 'drug' includes (but is not limited to) cannabis and hashish, opiates (such as heroin, morphine, desomorphone (krokodil)) cocaine, amphetamine type substances (speed, 'P', ecstasy and party pills containing benzyloperazine), synthetic cannabinoids, cathinone derivatives (bath salts), LSD, NBOMe, kava and other phenylethylamine psychedelic substances.</p> <p>The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives, oxycodone) and any legal party pills and herbal highs. Other 'mind altering' substances can be added to the testing suite as they become available and are misused.</p>
<p>1.10 Worker</p>	<p>This policy and procedure covers those employed or engaged directly by Harvest Logistics Limited including staff and contractors. It includes all the above people whilst undertaking Company business or providing a contracted service to Harvest Logistics Limited.</p>
<p>1.11 Integrity testing</p>	<p>Testing for substances that affect the detection or quantitation of drugs or metabolites in the urine specimen. The test for temperature and the creatinine test for measuring the concentration of a urine specimen are mandatory integrity tests. Other tests for integrity are optional.</p>
<p>1.12 Laboratory</p>	<p>A testing facility accredited against current New Zealand Standards at which the analytical procedures are carried out to screen for and/or confirm the presence of a specific drug or its metabolite(s) and report positive results only if the</p>

	drug/metabolite is at or above the confirmatory cut-off concentration.
1.13 Legal drugs and medications	Legal substances available and used by workers to assist with recognised medical conditions, including both prescription and over the counter drugs/medication.
1.14 Metabolite	A metabolite is a breakdown product of a drug that may be less toxic and easier to excrete than the substance taken. Some drugs are not broken down, but they are converted into a form that is more water soluble. They are also metabolites.
1.15 Negative alcohol test	Zero alcohol tolerance Means a level of alcohol below 100 micrograms per litre (µg/litre) of breath.
1.16 Negative drug test	Means that as the result of a urine screening test (on-site or laboratory) and/ or a confirmed laboratory testing of the urine, either: <ul style="list-style-type: none"> • No drug(s) and/or metabolite(s) are detected; or • The concentration(s) of drug(s) and/ or metabolite(s) detected are below the screening; or confirmatory cut-off concentration(s) specified in current New Zealand Standards, or the concentration(s) are below the cut-off concentration determined by the laboratory for a drug or metabolite not listed in current New Zealand Standards.
1.17 Not negative drug test	If the on-site screening device indicates the possible presence of a drug class (using the screening test cut off concentration(s) as defined in current New Zealand Standards) or if the specimen integrity is in question, the result is reported as not negative. The collector shall dispatch the specimen (split into more than one sample) to the laboratory for confirmatory testing. An interim report may be issued that can only advise that the specimen requires further laboratory testing, i.e. no indication of what caused the not negative.
1.18 On-site screening test	An Immunoassay device used to exclude the presence of drugs and/or metabolites in urine at the site of specimen collection and which has been verified in accordance with current New Zealand Standards. This test must be carried out by a NZQA qualified collector. In the event that the specimen gives a not negative screen it must be sent to a laboratory for confirmatory testing.
1.19 Positive alcohol test	Zero alcohol tolerance Means a level of alcohol in the breath above 100µg/L.
1.20 Positive drug test	Means that as a result of laboratory confirmatory testing of the urine the concentration(s) of drug(s) and/ or metabolite(s) recorded are: <ul style="list-style-type: none"> • At or above the confirmatory cut-off concentration(s) specified in current New Zealand Standards; or

	<ul style="list-style-type: none"> At or above the cut-off concentration determined by the laboratory for a drug not listed in current New Zealand Standards.
1.21 Safety-sensitive tasks	Safety-sensitive tasks are ones where impaired performance, for whatever reason, could result in an incident affecting the safety of staff or participants. You must consider whether a staff member performing a task poses a risk of significant harm to themselves or others.
1.22 Sample	A portion or aliquot taken from the specimen on which the test or assay is actually carried out.
1.23 Serious misconduct	<p>The following circumstances are strictly prohibited and will be deemed to be serious misconduct:</p> <ol style="list-style-type: none"> The use, sale, transfer or possession of drugs and/or alcohol while on Company property or a Company worksite in the forest, Company vehicles, other Company sites or whilst undertaking duties for Harvest Logistics Limited off site. Reporting to and/or undertaking work with a risk level of drug(s) in the system. Reporting to and/or undertaking work with any level of alcohol above 100 micrograms of alcohol per litre of breath, i.e. zero alcohol tolerance. Reporting to and/or undertaking work with a urine level of drug and/ or metabolite that is at or exceeds the confirmatory concentrations in current New Zealand Standards. Reporting to and/or undertaking work with an unacceptable urine level of a drug of abuse (and/or its metabolite) which is not listed in current New Zealand Standards. Compromising or attempting to compromise the integrity of the urine specimen or the testing process.
1.24 Testing procedures	<p>Drug testing: AS/NZS 4308: 2008 compliant</p> <p>Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct 'on-site' drug screens (US 25511). The screen is conducted using current New Zealand Standards verified 'on-site' screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a not-negative screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.</p> <p>Alcohol Testing</p> <p>Breath alcohol tests will be conducted using an approved testing device which meets current New Zealand Standards. The threshold levels will comply with the equivalent of zero alcohol tolerance, i.e. 100 micrograms of alcohol per litre of breath.</p>

1.25 Workplaces/Sites	<p>A place where any person is to work, is working, for the time being works, or customarily works, for gain or reward; and, in relation to a worker, includes a place, or part of a place, under the control of the employer or another Person Conducting a Business or Undertaking (PCBU) to which the employer is contacted to provide services (not being domestic accommodation provided for the worker):</p> <ol style="list-style-type: none"> a. Where the worker comes or may come to eat, rest, or get first-aid or pay; or b. Where the worker comes or may come as part of the worker's duties to report in or out, get instructions, or deliver goods or vehicles; or c. Through which the worker may or must pass to reach a place of work. It includes all premises (whether owned by Harvest Logistics Limited or leased), including offices, operational sites, company vehicles.
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2. Education

On appointment, all staff will be made aware of the implications of Harvest Logistics Limited's Drug & Alcohol Policy (POL-006).

3. General Alcohol Testing Procedure

3.1 Alcohol Tolerance

Harvest Logistics Limited's policy is for 'Zero Alcohol Tolerance'.

For the test to be positive there must be a level of alcohol in the worker's breath at or greater than 100 micrograms per litre (100µg/L).

3.2 Procedure

All aspects of the testing procedure will be carried out in a confidential and private manner.

The test for alcohol will be carried out by using a breath alcohol testing device, which complies with current New Zealand Standards, for the measurement of alcohol. The person conducting the test will have been trained in the procedures and use of the testing device.

- a. An alcohol testing informed consent form will be signed (HS-FRM-063 Consent for Breath Alcohol Testing).
- b. If Harvest Logistics Limited has an approved, calibrated breath-testing device, an approved process, and staff trained to administer the test, alcohol testing can be conducted onsite. In this situation HS-FRM-064 Breath Alcohol Test form should be used to record the results.
- c. The applicant must provide verification of identification (ID) with both photo and signature (e.g. driver's licence, passport or a mix of documents) to the collector for documentation on the chain of custody form. A photocopy is acceptable.

Note: Another individual's verification of the donor's identity is not considered unequivocal verification. It is recommended that managers have photocopies of workers' IDs with them on a site.
- d. The applicant/worker will be closely observed for 10 minutes prior to the test to ensure they have not taken any fluid, food or other substances into the mouth.
- e. The first test will require the worker to blow into the device with a disposable mouthpiece.

- f. If the result is zero, no further test follows.
- g. If the result is above zero, a confirmatory test on the same device (using a new mouthpiece) will be conducted after 15-20-minute period. The person must be supervised (as described above) during this period.
- h. The time and result of the confirmatory test will be recorded.
- i. The worker/contractor, witness, and person doing the test will sign acknowledgment of the result and date and time of testing.

4. General Drug Testing Procedure

4.1 Testing Standard

All aspects of the testing procedure will be carried out in a confidential and private manner. The procedures will comply with the strict criteria dictated by current New Zealand Standards: 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine'.

NZQA qualified collectors will collect specimens, conduct a screening test using a fully verified device and processes which comply with current New Zealand Standards, and forward any 'not negative' specimens to the accredited laboratory for confirmation testing.

4.2 Procedure

- a. An informed consent form will be signed by the applicant/worker/contractor (HS-FRM-062 Consent for Drug Testing). Note: This is the responsibility of Harvest Logistics Limited and a copy must be presented to the collector to place with their files.
- b. The donor will report to (pre-employment) or be accompanied to (internal transfer, post-accident/incident, reasonable cause, random, follow-up) the NZQA qualified collector.
- c. The donor will be required to provide verification of identity (both photograph and signature) before the collection can proceed. A photocopy is acceptable.
- d. The donor will be able to observe the entire specimen collection, processing, screening test and chain-of-custody procedure, including the splitting of the specimen (if it requires further laboratory additional testing and/or confirmation) into three tubes.
- e. A chain-of-custody form will be partially completed initially, with final signatures being applied after the specimen has been collected and processed. This form contains as a minimum:
 - Verification of the donor's identity containing both photo and signature (e.g. driver's licence, passport, company ID)
 - Two identifiers unique to the donor (e.g. full name and date of birth)
 - Date and time of collection
 - Name and signature of collector
 - Harvest Logistics Limited's details
 - Results of specimen integrity tests carried out at the point of collection
 - Declaration by the collector that the specimen has been collected and (if applicable) screened in the donor's presence using an approved device and procedures in compliance with current New Zealand Standards
 - Confirmation by the donor that the specimen is their own and was correctly taken.
- f. A urine specimen will be provided in a manner that allows for individual privacy. **Note:** *Observed collections would only be considered if the individual has previously been suspected of compromising specimen integrity.*
- g. The donor will be able to note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.

- h. Further tests for specimen integrity (e.g. dilution, masking agent, substitution) will be conducted in the presence of the donor.
- i. The donor will be asked to voluntarily provide information on drugs/medication they have used recently. This information is only for the laboratory and will not be made available to Harvest Logistics Limited unless the laboratory is able to match their test findings to the declared medication.
- j. The specimen will be screened at the collection site using a verified on-site immunoassay device and process which complies with current New Zealand Standards. A negative report can be issued provided all drug classes tested for give negative results and the integrity of the specimen is not in question.

Note: For Post-accident/incident or reasonable cause testing, Harvest Logistics Limited should also send the specimen to the laboratory for testing for drugs which would not be detected with an on-site screen. For some random testing events, Harvest Logistics Limited may also decide to do additional laboratory testing. If testing for additional drugs is required, the laboratory must be instructed which substances to analyse for (e.g. synthetic cannabinoids, LSD, cathinone derivatives, kava, NBOMe).

- k. All specimens screening 'not negative', or considered to have suspect integrity, will be sent to the accredited laboratory for either confirmatory testing only (if the collecting agent is IANZ accredited) or screening plus confirmatory testing (if the collecting agent is not IANZ accredited).
- l. If the integrity is suspect, the donor will stay at the collection site (or another suitable location) and be supervised at all times until he or she can provide a second urine specimen. This second specimen will also be forwarded to the laboratory for both drug and specimen integrity testing.
- m. Both the original and further specimens will be uniquely labelled and accompanied by their individual chain-of-custody forms, which will be cross-referenced. The confirmatory process is described below.
- n. While it is preferred that the collecting agent is IANZ accredited, if Harvest Logistics Limited is using a quality agent without IANZ accreditation, it is recommended that any laboratory testing, after a 'not negative' screen, should include the screening testing followed by the confirmatory test. This then ensures that, for a positive result, both the screen and confirmation have been conducted to IANZ accredited standards
- o. If the specimen is being sent to the laboratory, it is split into three samples, one of which is set aside on laboratory receipt as the donor's reserve sample.
- p. Harvest Logistics Limited will receive an interim report, which only advises that the specimen requires further testing by the laboratory. There will be no indication from the collector, at this stage, as to the reason for further testing.
- q. The donor will be asked to read, sign and date the chain-of-custody statement certifying that the specimen is theirs and has not been changed or altered at the time of the collection.

Note: This step is not carried out until the screening test has been completed and again (if required) once the specimen has been processed for dispatching to the laboratory.

- r. The laboratory uses a more specific confirmatory test, either gas chromatography mass spectrometry (GCMS or GCMSMS) or liquid chromatography mass spectrometry mass spectrometry (LCMSMS) to confirm the identity of the drug or metabolite and accurately measure the concentration. These methods are considered by scientific and medical experts to be the most reliable procedures available. Diluents, masking agents and other substances affecting the specimen can also be confirmed.
- s. The laboratory will report all the drug classes tested for. Those either not detected or detected but with concentrations below the confirmation cut-off will be reported

- as 'negative'. Individual drugs and/or metabolites confirmed by GCMS or LCMSMS and present at concentrations equal to or above the confirmation cut-off level will be reported as 'positive'. The report will not include the actual concentration(s).
- t. For reported confirmed positive results for the additional drugs not covered in the standard testing suite, the laboratory will advise what cut-off concentration was being applied.
 - u. Abnormal dilution or any other confirmed specimen integrity failure will also be reported.
 - v. If a current worker disagrees with an initial positive test result, they have the option of having the reserved split sample tested at the same or another accredited laboratory. This request should be made within seven days of receiving the initial result, and this reanalysis will look for the presence of any amount of the drug (i.e. it is not restricted to cut-off concentrations).
 - w. If the second test result proves positive, this will be accepted as a conclusive result and costs associated with this test will be borne by the donor. If the second test result proves negative, this will be accepted as a conclusive result and costs associated with this test will be reimbursed by Harvest Logistics Limited.

5. Pre-employment Testing

5.1 When Applied

Appointment of a new worker is conditional on the applicant returning negative alcohol and drug test results.

See Flowchart 1: Pre-employment Testing

- a. The general drug and alcohol testing procedures outlined above will be followed, in addition to the following requirements.
- b. Any applicant refusing to take the tests will not be considered for a position.
- c. Any specimen giving either a 'not negative' screen for a drug class or an indication that the integrity is suspect will be forwarded to the accredited laboratory for confirmatory testing only or screening and confirmatory testing, unless the applicant states in writing that they do not want to proceed.
- d. The applicant will not have their job confirmed or commence employment until negative drug and alcohol tests have been returned.
- e. Unlike existing workers, job applicants are not entitled to employer managed drug or alcohol rehabilitation or to a second confirmatory test.
- f. An applicant returning a positive test will not be considered for a position with Harvest Logistics Limited.
- g. An existing driver that is being reassigned to Harvest Logistics work must also either undertake a drug and alcohol test or provide a negative no older than 6 months.

6. Internal Transfer Testing

6.1 When Applied

Internal transfer alcohol and drug testing may be applied to staff where:

- The worker has applied for and been offered a new appointment and/or
- The offer places the worker in an entirely new role.

6.2 Procedure

- a. The worker is informed that their appointment is subject to a negative alcohol and drug test results.
- b. The general drug and alcohol testing procedures outlined above will be followed, in addition to the following requirements.

- c. A worker refusing to undertake drug and alcohol testing will not be considered for the internal transfer.
- d. If the confirmed result is positive for alcohol or other drugs, or the specimen integrity has been compromised, the worker will not be considered for the internal transfer and the serious misconduct rule will apply.
- e. Whether or not the worker may be retained in their current role would depend on several factors, including whether that role is still available.

7. Post-Accident/Incident Testing

7.1 When Applied

A worker may be tested for the presence of alcohol or drugs where he or she is involved in any of the following circumstances affecting workers or customers:

- An incident involving death or a lost time injury.
- An incident requiring treatment by a medical professional.
- An incident or near miss that had potential to cause serious harm or loss.
- An incident involving damage to vehicle, property, plant or equipment.

7.2 Procedure

See Flowchart 2: Post Accident/Incident Testing and Flowchart 4

The general drug and alcohol testing procedures outlined above will be followed, in addition to the following requirements.

The worker's supervisor or manager must:

- a. Determine whether there is sufficient cause to test for alcohol or other drugs.
- b. Assess whether it is practical to require a test (see the below guidance on emergency situations).
- c. Advise the worker that they are required to undergo the test and advise them that while they may consult their representative at this time, the testing cannot be delayed.

Note: *If possible, the alcohol test should be conducted within one hour and the urine specimen collected for the drug test within three hours.*

- d. At the earliest possible time, arrange for the worker to be accompanied at all times and escorted to the designated qualified collector and trained breath testing provider.
- e. If the alcohol test and the urine on-site screening tests are negative, the employment relationship may continue as usual provided it is determined that further extended testing is not required.
- f. If the alcohol test is positive, the urine drug screen is conducted, and the worker is removed from the employment site (e.g. suspended) until the disciplinary hearing. The correct process will be followed prior to confirming the suspension with the employee. Suspension must be on full-pay unless the individual's employment agreement specifies otherwise.
- g. If the urine specimen returns a 'not negative' screening result or its integrity is suspect (see 5.2j), the worker is removed from the employment site (e.g. suspended) while the urine is sent to the laboratory for confirmatory only or screening plus confirmatory testing and the final results are available from the laboratory.
- h. For post-accident/incident and reasonable cause testing, it is strongly recommended that consideration be given to specimens, which have screened negative using the on-site testing options, being also forwarded to the accredited confirmatory laboratory for extended testing. Harvest Logistics Limited should request that the laboratory tests for additional drugs (e.g. synthetic cannabinoids, party drugs, LSD,

cathinone derivatives, kava, krokodil, NBOMe) that will not be covered by the normal range of screening.

- i. It is necessary to inform the laboratory that these additional tests are required.

7.3 Positive Test Result

If the confirmed result is positive for alcohol or other drugs, or the specimen integrity has been compromised, the serious misconduct rule will apply, and disciplinary procedures may follow.

7.3.1 Rehabilitation for First Strike (Refer to Schedule B)

- a. For the first positive test result the worker may be offered the opportunity to be referred to Harvest Logistics Limited's alcohol and drug rehabilitation programme. This option is at the discretion of Harvest Logistics Limited and would be the only option available if the worker wishes to continue employment with Harvest Logistics Limited. Form HS-FRM-065 Drug and Alcohol Rehabilitation Contract must be completed.
- a. If rehabilitation is not offered, the serious misconduct procedures will apply, and the disciplinary procedure may result in dismissal.
- b. If the worker refuses rehabilitation (if offered), the serious misconduct procedures will apply, and the disciplinary procedure may result in dismissal.
- c. Once the worker has completed the rehabilitation, has provided a negative test and is fit to return to work, she/he will be subjected to a series of unannounced follow-up tests. The recommended frequency is six follow-up tests per year for two years.
- d. If the worker tests positive for the second time, it is unlikely that Harvest Logistics Limited will offer rehabilitation. Therefore, the serious misconduct procedures will apply, and the disciplinary procedure may result in dismissal.
- e. If a contracted carrier driver tests nonnegative or positive, Harvest Logistics will issue a stand down letter to the contractor concerned. The result will be recorded in the Harvest Logistics Drug and Alcohol Register and this may trigger a non-compliance process.

7.4 Procedure for an Emergency Situation

Where it is not practical for a test to be carried out immediately due to injuries to the worker or where other corrective actions are required (injury, fire, spill, etc.), the manager or supervisor must:

- Attend to the other corrective actions.
- Ensure that a Company Representative accompanies the worker to the Hospital/Doctor so that the required tests can be carried out as soon as practicable.
- If the injuries or corrective actions preclude immediate tests, ensure the tests are carried out at the first practical opportunity.

7.5 Refusal to Undergo Test

Where a worker refuses to undergo a test, the refusal shall be treated under the serious misconduct procedures in Harvest Logistics Limited's rules and the disciplinary procedure may result in dismissal.

Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

- Refusal to consent to a test
- Failing to advise, in a timely way, of an accident/incident where the nature of the accident/incident is such that it might require drug or alcohol testing
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A maximum of three hours is the limit for providing a urine specimen.

- Tampering with or attempting to adulterate the specimen or collection procedure
- Not cooperating with the chain-of-custody procedures (Definitions 1.5)
- Leaving the scene of an accident without a valid reason before the test has been conducted.

8. Reasonable Cause Testing

8.1 When Applied

The procedure will be used where there is reason to suspect that a worker's actions, appearance, behaviour or performance may be affected by alcohol or other drugs. In practice and where possible, there should be at least two people who have seen the worker, and both have reason to believe that the person may be affected. One of these people should be a manager/supervisor and an approved person – a credible person who has also observed the signs and symptoms.

Some reasonable cause indicators and grounds for testing are listed in Schedule A. The process for the manager/supervisor to follow to document a reasonable cause assessment is specified in Flowchart 3.

See Flowchart 3: Reasonable Cause Testing and Flowchart 4

If sufficient cause to test for alcohol and/or other drugs is determined, the manager/supervisor must:

- Advise the worker that they are required to undergo the test and advise them that while they may consult their representative at this time, the testing cannot be delayed. If possible, the alcohol test should be conducted within one hour and the urine specimen collected for the drug test within three hours).
- The general drug and alcohol testing procedures outlined above will be followed.
- If the worker refuses to undergo the test, refer to the guidance outlined above.

9. Random Testing

9.1 When Applied

Random testing may be carried out on workers working in safety-sensitive operations. Unannounced random testing will be undertaken periodically as a deterrent to alcohol and other drugs misuse.

For transparency and fairness, the selection process will use a random generator process and the selection will be conducted either by an external service provider or a senior person in Harvest Logistics Limited who is removed from operations and remote from those being randomly selected.

See Flowchart 4: Post Accident/Incident and Reasonable Cause

The person delegated the responsibility for managing the random testing process will:

- Advise the worker that she/he has been randomly selected.
- The general drug and alcohol testing procedures outlined above will be followed
- If the worker refuses to undergo the test, refer to the guidance outlined above.

10. Company Functions and Events

Alcohol will only be permitted and supplied for company functions and events at the discretion of the site manager who is responsible for the management and control of consumption for all Harvest Logistics Limited functions and events (both on-site and off-site).

10.1 Guidelines for Managers

Managers are responsible for managing the use and availability of alcohol on their sites. They are also responsible for managing the use of alcohol by their staff, whether on-site or off-site, while their staff are representing Harvest Logistics Limited.

It is recommended that in carrying out this responsibility, all managers follow the guidelines set out below:

- A designated Company representative with responsibility for the function should be at the function at all times. In the event that this person leaves, they must delegate responsibility to another appropriate person.
- A designated area and clear time limits should be stipulated and adhered to
- Food and non-alcoholic drinks should be provided
- Spirits are not encouraged (i.e. beer and wine only)
- Careful consideration must be given to alternative transportation arrangements
- Inappropriate and anti-social behaviour should be managed in the same way as if the incident occurred in the ordinary workplace.

Regular social club or after work drinks held on-site are a privilege and not a right.

Managers should take into consideration that their approach to alcohol in the workplace plays a key role in setting an example to staff as to what is acceptable.

All contracted carriers are required to hold a drug and alcohol policy that fits with this section.

10.2 Guidelines for Workers

All workers must take personal responsibility for their own behaviour and actions with regard to the consumption of alcohol at Company functions and events, and other occasions. Due consideration must be given to:

- Personal and collective health and safety at all times
- The requirement for workers to meet the same standard of behaviour required from them in their ordinary workplace. Drinking to excess will not be considered as an excuse for failing to meet this standard.
- The need for workers to present themselves for work, in a fit and proper state.

11. Use of Prescribed or Pharmaceutical or Other Medications

If a worker or contractor is on a medication which is either prescribed or purchased from a pharmacy or other 'over the counter', it is their responsibility to seek advice from their Doctor, Pharmacist or other authority on whether any side effects from the medication could cause impairment in their job (e.g. dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination).

The worker or contractor should immediately notify their Manager or Human Resources Advisor so that Harvest Logistics Limited can take any necessary steps with a view to providing a safe workplace for the worker – such as temporarily providing alternative duties or appropriate leave entitlement. A medical opinion may be sought on the effects of any such prescribed drugs or medication in the workplace and how best to manage those effects.

All advice received on the use of prescribed drugs must be treated by the Manager in strictest confidence to protect the privacy of the individual.

12. Privacy

All information gathered as a result of alcohol and/or other drug testing is collected for the purpose of implementing Harvest Logistics Limited's policy and achieving its objectives and will comply with the Privacy Act 2020. The Manager will hold the information in a secure filing system. Information may be disclosed only to Managers who 'need to know'. Disclosure of this information to other parties (including future employers) will require the consent of the worker. The information shall be destroyed by Harvest Logistics Limited three calendar months after termination of employment with Harvest Logistics Limited.


12.1 Sharing Information

The Health and Safety at Work Act 2015 obliges every employer or PCBU to take all practicable steps to ensure the safety of its workers and to ensure a safe workplace. Harvest Logistics Limited may disclose information about an individual's drug and alcohol test results to a third-party where it is believed this is required to maintain public health and safety or the health and safety of the individual and others in the workplace. Only copies of non-negative and laboratory confirmation tests will be provided to third party clients where there is a safety risk associated.

13. Process for Review

Harvest Logistics Limited's 'Drug & Alcohol Policy' and its procedures will be reviewed periodically, and changes may occur at the discretion of Harvest Logistics Limited where they are deemed to be necessary. These changes will be deemed to be in force once the workers have been notified via the appropriate consultative process.

14. Revision History

Rev	Issue Date	Section	Revision Details	Next Review Date	Author	Approved
R0	01/12/2017	All	New document	12/01/2019	AgSafety	
R1	28/02/2018	All	Reviewed and updated to SBS	28/02/2020	SBS	
R2	30/07/2020	All	Document reviewed	30/07/2021	SBS	
R3	12/07/2021	All	Reviewed	12/07/2022	SBS	
R4	12/07/2022	12	Updated to latest Privacy Act legislation	12/07/2023	SBS	
R5	12/07/2023	All 7.3.1, 10.1, 12.1	Reviewed. Additions to Drug & Alcohol actions.	12/07/2024	SBS	
R6	12/07/2024	App	Updated Flowchart 1	12/07/2025	SBS	

SCHEDULE A: Reasonable Cause Indicators

When assessing 'reasonable cause', physical symptoms and/or unusual out of character behaviour must be considered. There will usually be more than one indicator present.

Examples of physical symptoms and behaviour include, but are not limited to, the following:

a. Physical symptoms

- Bad breath, body odour, clothes
- Slurred speech
- Unsteady on feet
- Eyes – bloodshot, dilated pupils, pin-point pupils
- Excessive sweating
- Flushed/red complexion
- Loss of weight.

b. Behaviour

- Unusual or out of character on-site behaviour
- Continual involvement in small accidents or inattention
- Obvious continual drop in performance
- Changes in personality or mood swings
- Excessive lateness
- Absences often on Monday, Friday or in conjunction with holidays
- Increased health problems or complaints about health
- Emotional signs – outbursts, anger, aggression, mood swings, irritability
- Paranoia
- Changes in alertness – difficulty with attention span
- Changes in appearance – clothing, hair, personal hygiene
- Less energy
- Feigning sickness or emergencies to get out of work early
- Going to the bathroom more than normal
- Defensive when confronted about behaviour
- Dizziness
- Hangovers
- Violent behaviour
- Impaired motor skills
- Impaired or reduced short term memory
- Reduced ability to perform tasks requiring concentration and co-ordination
- Intense anxiety or panic attacks or depression
- Impairments in learning and memory, perception and judgement.

Reasonable grounds testing may also take place where Harvest Logistics Limited learns, from a credible source, that the worker/ contractor is working under the influence of alcohol and/or other drugs, or where the worker/contractor is observed using, possessing, distributing or consuming alcohol and/or other drugs during work time or during any breaks, whether on or off Harvest Logistics Limited premises.

SCHEDULE B: Drug & Alcohol Rehabilitation (Optional)

a. Voluntary

All workers will be offered the opportunity to voluntarily join Harvest Logistics Limited's supported alcohol and other drugs rehabilitation programme.

Voluntary rehabilitation is not an option for workers after they have been requested to undertake an alcohol and/or other drug test post-accident/incident, for reasonable cause or if randomly selected.

b. Company referred

Current workers returning a positive test for the first time, who want to continue employment, may be given the opportunity to join Harvest Logistics Limited's supported alcohol and other drugs rehabilitation programme. Failure to take part or complete the programme may result in the serious misconduct procedure and disciplinary action may include dismissal.

NOTE: *Harvest Logistics Limited reserves the right not to offer rehabilitation in situations where it can justify taking disciplinary action including dismissal.*

c. Rehabilitation Programme Structure

The requirements of each participant will be determined by the provider engaged to assess the need and provide the programme. A rehabilitation programme will generally include the following but may vary according to individual needs:

- Initial assessment by a substance abuse professional
- Up to six sessions with a drug and alcohol substance abuse specialist
- Up to six unannounced follow-up tests per year over two years

d. Funding

The rehabilitation programme may be funded by Harvest Logistics Limited or the worker may be required to fund all or some of the programme and the follow-up testing requirements. It could be agreed that paid time can be taken to undertake sessions related to the programme during worktime or the worker may be required to attend outside of work hours or take paid or unpaid leave to attend.

e. Procedure

- i. The worker must sign a contract agreeing to the rehabilitation programme (HS-FRM-065 Drug and Alcohol Rehabilitation Contract) and follow up testing.
- ii. The worker will be prohibited from working until Harvest Logistics Limited decides it is safe for them to return to work (see section f below).
- iii. The worker will be required to take leave entitlement or unpaid leave during this period.
- iv. The manager will arrange an initial appointment for the worker to meet with the substance abuse specialist.
- v. All communications between the specialist and worker will remain confidential. However, the specialist will be required to communicate with the manager on the expected period for treatment, progress being made and the frequency of comparison testing to monitor progress. There will be a maximum of four weeks allowed for the worker to be ready to return to work.
- vi. The substance abuse specialist will report to the manager, after the agreed number of sessions, on the necessity or value of further treatment.

The worker is required to fund any sessions required beyond those provided by Harvest Logistics Limited.

f. Return to work decision

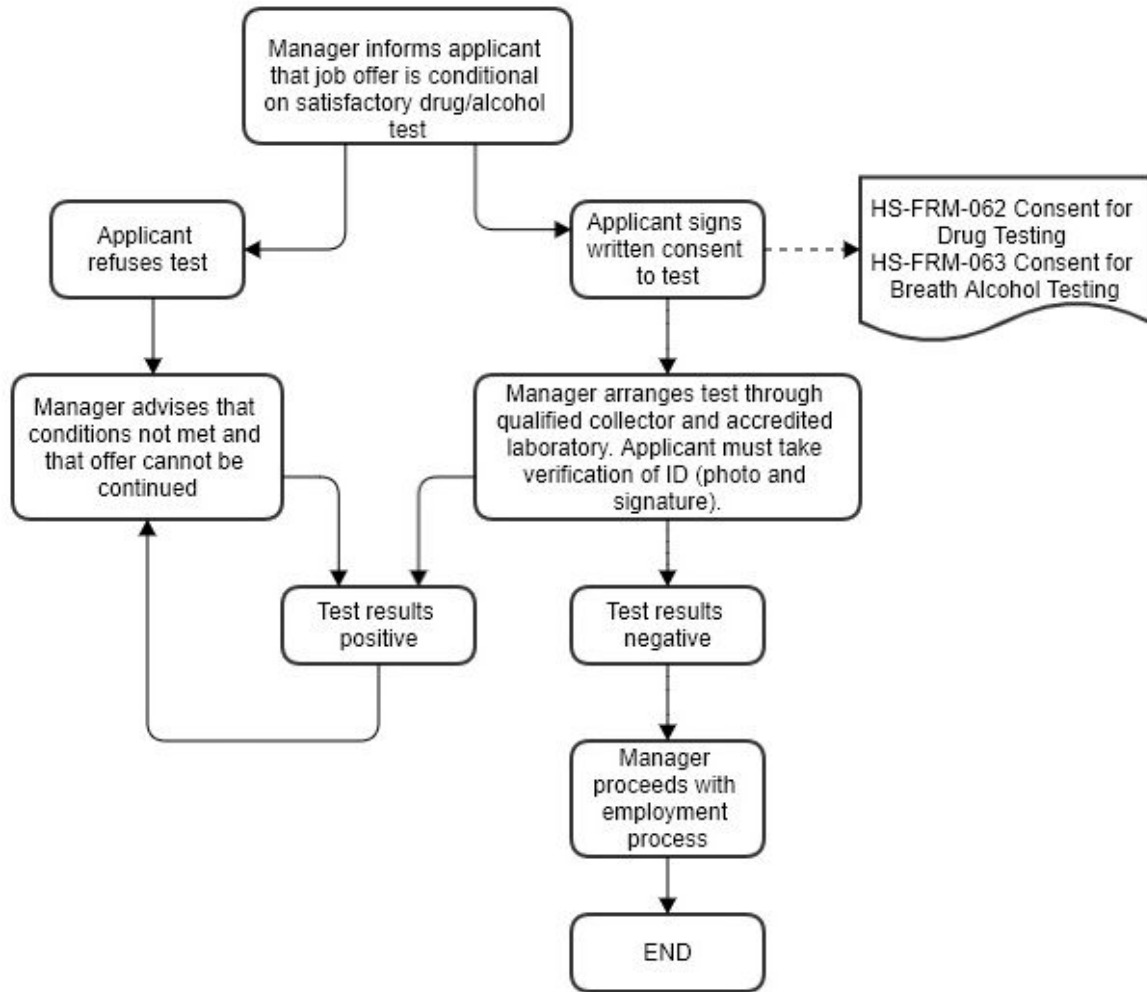
On advice from the rehabilitation service provider and drug testing provider Harvest Logistics Limited will make a return-to-work decision, based upon:

- i. A comprehensive drug and/or alcohol assessment report from the rehabilitation service provider. This report will indicate the worker's ability and readiness to change.
 - a. Note that in some instances, the rehabilitation service provider will recommend that the worker abstains from drugs and/or alcohol as part of their treatment programme. In such circumstances, 'zero' results will be expected which is a higher standard than that required for 'return to work'.
- ii. Comparison drug and/or alcohol test result:
 - a. During the rehabilitation process, urine specimens will be collected at intervals (unannounced) and forwarded directly to the laboratory for comparison testing. The laboratory compares the level of drug in these subsequent specimens with the level in the original urine to determine whether the level is dropping at the expected rate. For alcohol related rehabilitation, periodic alcohol testing will be scheduled.

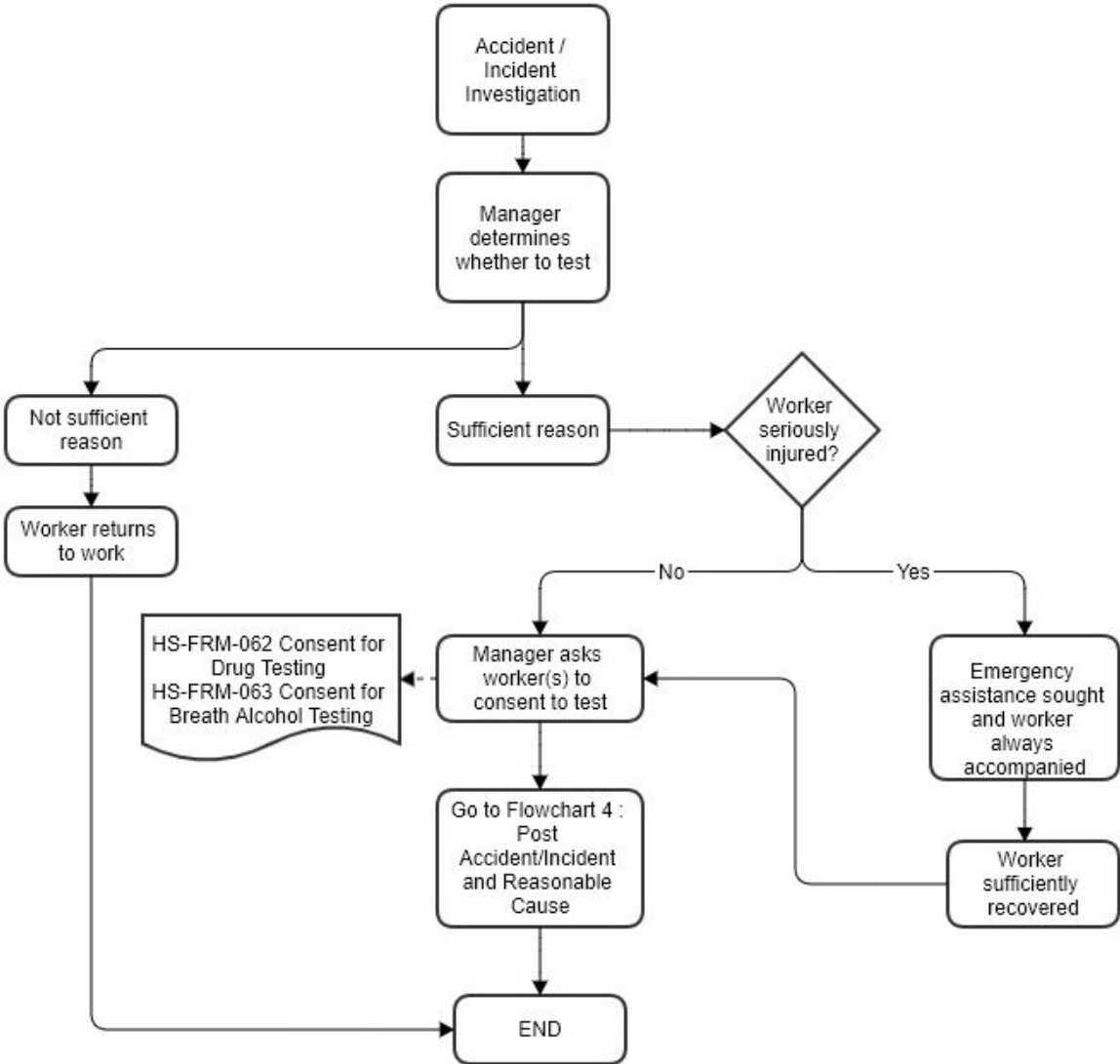
g. Follow-up testing

- i. On completion of the programme the worker will be subject to up to six unannounced follow-up drug and/or alcohol tests per year over the next two years.
- ii. The drug tests will always be conducted by the accredited laboratory (i.e. not just rely on a screening test) and the laboratory will be asked to test for all drugs including the additional panel.
- iii. These tests may look for the presence of any amount of the drug (i.e. it is not restricted to cut-off levels).
- iv. A second positive test outside the treatment period may result in disciplinary action including dismissal.

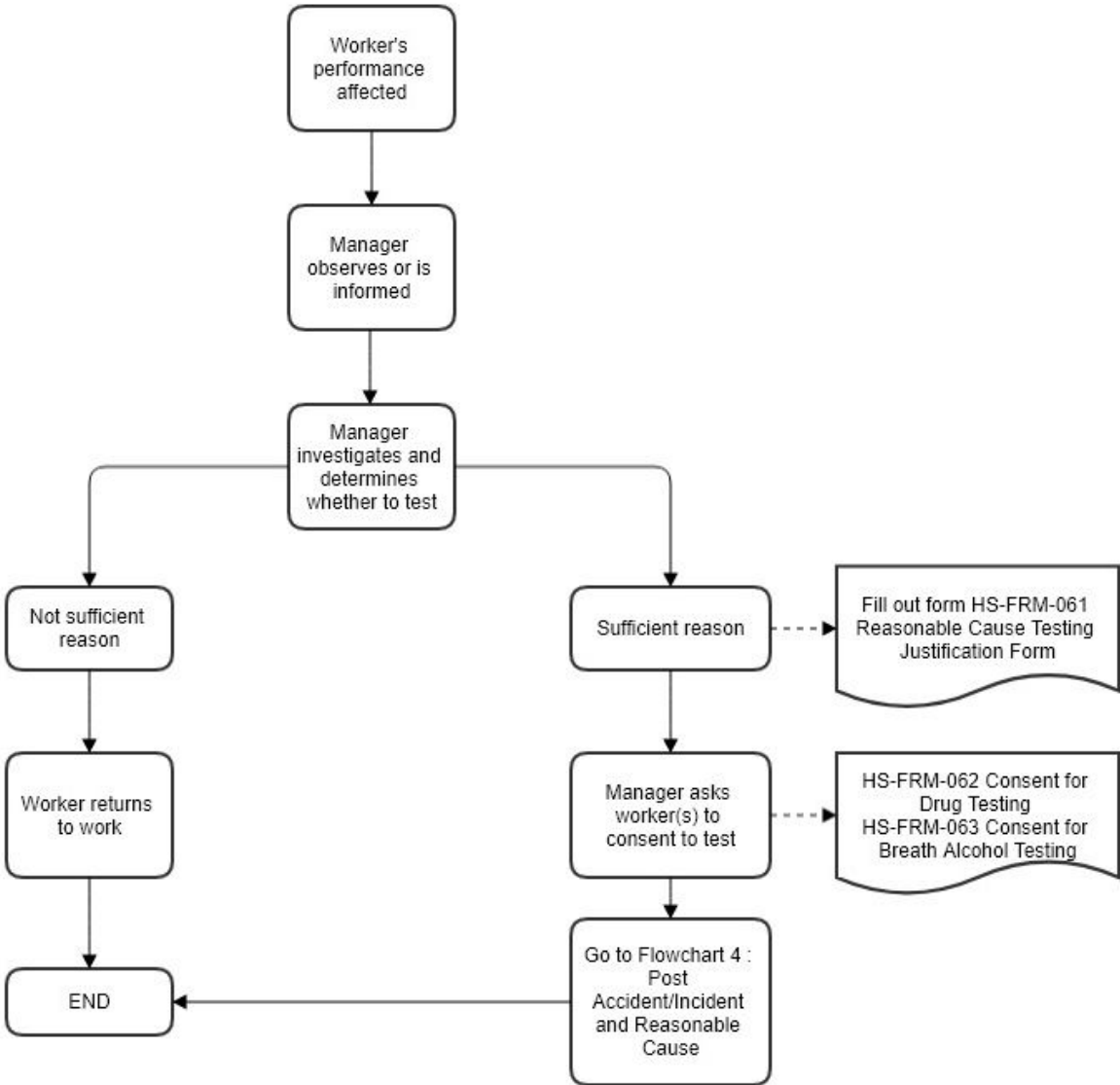
Flowchart 1: Pre-employment Testing



Flowchart 2: Post Accident/Incident Testing



Flowchart 3: Reasonable Cause Testing



Flowchart 4: Post Accident/Incident and Reasonable Cause

