

DRUG AND ALCOHOL POLICY

Harvest Logistics Limited is committed to creating a drug and alcohol-free workplace to safely achieve its business objectives.

This commitment:

- Creates a workplace free from alcohol and other drugs
- Promotes workers' wellbeing, health and safety
- Creates a work environment where workers feel safe
- Aims to reduce the number, type and costs of accidents
- Improves business performance including management of business risk and associated costs
- Supports the requirements to comply with this Policy.

The Drug and Alcohol Policy and Procedures will apply to all workers employed or directly engaged by Harvest Logistics Limited as well as contractors and subcontractors. Where workers are representing Harvest Logistics Limited, they are expected to adhere to, and promote this policy as well as comply with reasonable drug and alcohol testing requirements as required by Harvest Logistics Limited clients.

Harvest Logistics Limited will support its workers in achieving this goal through the following initiatives:

• **Pre-employment Testing**

New appointments may be contingent on applicants returning a negative drug test. This includes changing jobs from a non-safety-sensitive to a safety-sensitive role within the same company/employer (referred to as an internal transfer).

• **Internal Transfer Testing**

Workers may be required to undergo Internal Transfer Testing when they are offered a new appointment or role within the organisation, including where the role involves entry to client sites. This testing ensures the appointment is conditional on a negative drug and alcohol result, with refusal or a positive result potentially disqualifying the worker from the transfer and leading to disciplinary action.

• **Post-Accident / Incident Testing**

Workers may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event. Certain serious incidents will result in mandatory testing.

• **Reasonable Cause Testing**

Workers may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely.

• **Random Testing**

Workers may be randomly selected for testing for the presence of drugs and/or alcohol.

Carrier Contractor drivers can expect to undergo random testing as part of the Harvest Logistics truck audit process.

Carrier Contractors agree to provide any results from random tests completed on their drivers that involved Harvest Logistics work.

- **Serious Misconduct**

The following situations, but not limited to these, may be considered serious misconduct and will result in an investigation/disciplinary process under Harvest Logistics Limited's disciplinary procedures (refer HR Policy):

- Workers observed taking, selling, supplying or being in the possession of drugs and/or alcohol at work
- A positive drug or alcohol test result, suggesting the risk of impairment at work
- Refusal to consent to undertake drug/alcohol testing without adequate reason
- Tampering with a sample provided during a drug or alcohol test.

Carrier Contractors will be issued with a driver stand down letter in the event of a positive test by any of their drivers involved in Harvest Logistics work.

Scope

- All individuals working at Harvest Logistics Limited are expected to report fit for duty for scheduled work and be able to perform assigned duties safely without any impairment due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Off the job and on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work, the safety of other workers, the wellbeing of our workers' families and the ability to accomplish the goal of an alcohol and drug free work environment. Harvest Logistics Limited therefore wants to emphasise that it has zero tolerance for workers who arrive at work under the influence of alcohol or drugs and/or whose ability to work is impaired or at risk of impairment in any way by the consumption of alcohol or drugs, or those who consume alcohol or drugs on company property.
- Harvest Logistics Limited strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, Harvest Logistics Limited reserves the right to conduct searches for drugs or alcohol including, but not limited to, searches of lockers, desks, packages, etc. which are on the property or in a Harvest Logistics Limited vehicle. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched may be subject to disciplinary action, up to and including termination of employment.

Roles and Responsibilities

It is the responsibility of all workers to identify concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, they will advise the manager who will remove any worker who is suspected of breaching this policy from Harvest Logistics Limited premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Guidance on how to administer this policy follows, however not every situation can be predicted.

1. If a worker, visitor or contractor arrives at the workplace (on Harvest Logistics Limited property) and there is reasonable cause to suspect that they are under the influence of alcohol or drugs, the manager shall immediately remove him/her from the work environment. If there is any doubt about whether they are or are not impaired, managers should err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty worker is requested to work. It is the worker's responsibility to refuse the request and ask that the request be directed to another person if the individual feels unfit due to the influence of alcohol or other drugs.

3. Workers who are taking prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their manager if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on any restrictions in the performance of their duties.
4. If a worker or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify their manager.
5. In support of those who may have developed or are developing chemical dependence, all workers and contractors are required to document and report any violations of this policy. Any worker or contractor not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.
6. While it is acknowledged that the moderate consumption of alcohol can be part of socialising for many people, the excessive use and subsequent harm associated with over-use creates many social and environmental problems. Harvest Logistics Limited promotes a reasonable attitude towards the provision, service and consumption of alcohol. Workers are permitted at company sanctioned social events and designated areas to consume a moderate amount of alcohol during work hours or out of work hours at an event where they are representing the company, provided due consideration is given to:
 - Their ability to continue to perform their duties during and after the event
 - The health and safety of themselves and others.

Workers must also ensure that their actions do not adversely affect the reputation of the company. Workers should not drink alcohol and then drive a company vehicle or drive any vehicle carrying company employees.

All contracted carriers are required to hold a drug and alcohol policy that fits with this section and are expected to actively monitor behaviour of any of their drivers that will be involved in Harvest Logistics work.

PCBU Responsibilities

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 and meets the requirements of the privacy act

Disciplinary Procedure

Where a Harvest Logistics employee produces a non-negative or positive Drug or Alcohol test, the process of disciplinary action should commence with an investigation, and a resulting decision on appropriate consequences could include potential disciplinary action up to and including termination of employment (refer Harvest Logistics Limited HR Policies for the appropriate process). Rehabilitation should be considered as an alternative to termination of employment, where this would be appropriate.

Refer to the HLL Employee Assistance Policy for counselling services.

Where a driver or other workers produce a non-negative or positive Drug and Alcohol test result relating to Harvest Logistics work, the driver will be temporarily stood down until an investigation has been completed. Should the investigation determine a serious breach of the Contractor's Head Agreement for Services or their Health and Safety Agreement, then Harvest Logistics Limited reserves the right to request the Contractor to temporarily stand their employee down from any Harvest Logistics work for a period of up to two years.

Name: _____ Date: _____
 Harvest Logistics Limited

Rev	Issue Date	Section	Revision Details	Next Review	Author	Approved
R0	08/02/2017	All	New document	08/02/2018	AgSafety	
R1	06/12/2017	All	Reviewed and updated to SBS	06/12/2018	SBS	
R2	18/12/2018	All	Document revised	18/12/2019	SBS	
R3	30/07/2020	All	<p>Included wording around a positive drug/alcohol test suggesting that there is risk of impairment.</p> <p>Included reference to rehabilitation as an alternative to dismissal.</p> <p>Included additional circumstances related to drugs and alcohol that may be considered serious misconduct.</p> <p>No. 6 under roles and responsibilities added.</p>	30/07/2021	SBS	
R4	12/07/2021	All	Reviewed	12/07/2022	SBS	
R5	12/07/2022	All	Reviewed	12/07/2023	SBS	
R6	12/07/2023	Disciplinary Procedure	<p>Reviewed and added responsibilities for contractors throughout the document.</p> <p>Added information on 'Contractor Breach of Contract'.</p>	12/07/2024	SBS	
R7	12/07/2024	All Page 1	<p>Reviewed.</p> <p>Added sentence 'Where workers are representing...' to second paragraph under 'This Commitment'.</p>	12/07/2025	SBS	
R8	12/09/2025	Page 1	Added 'Internal Transfer Testing' paragraph.	12/07/2026	SBS	