

Drug and Alcohol Policy

Worthwhile Recruiting (WWR) recognises its responsibility under health and safety legislation to provide a safe work environment for all employees, contractors, and visitors and as such prohibits drugs within the workplace. WWR is committed to ensuring that the safety and wellbeing of employees is not compromised by the presence of people under the influence of alcohol or drugs in the workplace.

In this policy, unless otherwise stated, the following definitions apply:

- **Illegal Drugs** includes any drug prohibited by State or Federal law. For the purposes of this policy, Illegal Drugs also includes Prescription and Pharmacy Drugs where those Prescription and Pharmacy Drugs are used without the necessary prescription, or for non-medical purposes
- **Alcohol** means liquid(s) that contain ethanol or other intoxicating liquor
- **Prescription and Pharmacy Drugs** means drugs that a medical practitioner has prescribed for medical purposes or where the drug is lawfully available at Australian pharmacies (without a prescription) and is required for medical purposes.

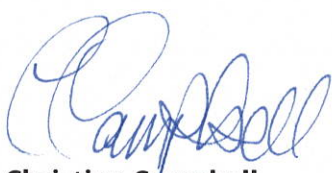
WWR does not and will not condone, unless in accordance with this policy:

- The use, sale or possession of any Illegal Drugs or Alcohol at the workplace or a work-related event;
- The presence of employees adversely affected by Illegal Drugs or Alcohol at the workplace or work-related event; or
- The consumption of Alcohol at the workplace or at a work-related event without express management permission.

WWR acknowledges that Alcohol may be consumed at some activities involving employees, including WWR or client-initiated activities. When attending a function, employees are expected to conduct themselves responsibly.

If employees choose to consume Alcohol, they must do so responsibly and arrange for safe transportation from the function. Alcohol is not to be consumed on WWR and its clients' premises unless approved by the Manager in charge of the workplace.

You must submit yourself for Illegal Drugs and/or Alcohol testing in accordance with the drug and alcohol procedure.



Christina Campbell
Managing Director, Worthwhile Recruiting Pty Ltd