

## Objectives

- 1.1 To set out Delta Electricity's policy in respect to alcohol and drugs.

## Policy

- 2.1 Delta Electricity has a duty of care to ensure the health, safety and welfare of its employees and others at work. This is reflected in our shared value of "providing for the safety, health and welfare of our people, visitors and the community." The intent of this policy is to set out Delta's and our employees' obligations in ensuring that Delta sites practice sobriety at work.
- 2.2 Delta will provide employees with education and information about alcohol or drug dependency, and the effects of alcohol and drug consumption, especially in the work environment. Employees will be supported in seeking assistance for drug or alcohol dependency through the Employee Assistance Program. Strict confidentiality is a feature of this program.
- 2.3 The employment rights and security of employees whose work performance and conduct is sustained at an acceptable standard will not be jeopardised by their involvement in counselling, treatment or rehabilitation.
- 2.4 Employees are responsible for ensuring they do not, by the consumption of alcohol or other drugs, endanger their own safety or the safety of any other person, including customers and clients, in the work place.
- 2.5 In recognition of its duty of care Delta Electricity's policy in promoting sobriety at work is:
  - As any level of alcohol consumption can have an impact on performance and safety levels, during working hours a person must be fit and able to perform their duties. A person whose fitness for duty is, or appears to be, affected by alcohol and/or drugs (illegal, prescribed or otherwise) will be moved to a safe location, interviewed, assessed for fitness for duty and may be requested to leave Delta's premises.
  - A person shall not possess or consume alcohol on Delta Electricity premises, without the approval of the manager in control of the premises.

Recognising that any level of alcohol consumption can have an impact on performance and safety levels, no alcohol may be consumed between a person's daily starting and finishing time without the approval of the person's Executive Manager.

- A person shall not store, possess, administer or consume illegal drugs on Delta Electricity premises or between a person's daily starting and finishing times.
  - If a person is required to have legal drugs they must advise their Team Leader of any possible impact on their work performance. The nature of a prescribed drug need not be divulged to the Team Leader, but can be discussed confidentially with the Health and Safety Officer.
- 2.6 Delta will encourage responsible serving of alcohol at its functions or at functions where employees may be representing Delta. Employees are expected to behave in a responsible and professional manner at such functions.
- 2.7 Notwithstanding 2.3 and 2.4 above, breaches of this policy may be treated as a disciplinary matter.

### **Policies and Standards**

- 3.1 This policy is supported by the following Delta Electricity Corporate Standards:
- i) DES SA001-16 Standard Procedure for Alcohol and Drugs at Work
  - ii) DES PE001-16 Discipline
  - iii) DES SA001-21 Employee Assistance

### **Chief Executive**