

INSTANT HIRE

DRUG ALCOHOL & SMOKE FREE POLICY

People dangerously affected by alcohol, and/or drugs are a safety hazard to themselves and all others persons in the workplace. Instant Hire cares for the employees working here and will ensure that all necessary steps are taken to provide all its employees with a safe and risk free environment. This policy will also cover the Company's Smoke Free Zone principal.

The Smoke Free Zone applies to all office areas, lunchrooms, workshops & company motor vehicles and will require all smokers to refrain from smoking during work hours until they are on their meal breaks. All smoking is to be kept outside the working environment.

All employees are also prohibited from smoking while they are operating or working on and around machinery, or working while with combustible materials and substances.

All lunch rooms, office space & company motor vehicles are now a smoke free zone and must be respected as such.

An individual found to be smoking in the above mentioned areas, declared as smoke free zones, will be in serious breach of this policy, and any ongoing offences will mean that warnings or cautions will be issued.

A person who is affected by drugs or alcohol will not be allowed to work until that person can work in a safe manner. The decision on a person's ability to work in a safe manner will be made by their manager.

Instant Hire strictly observes a "Zero" tolerance requirement for Drugs & Alcohol in the workplace including while driving a motor vehicle or operating plant and/or equipment; as such Instant Hire has the right at any time to summarily dismiss or stand down an employee affected by either drugs or alcohol while at work.

Any person that has been identified, as having had drugs or alcohol while still on duty will be relieved of their working duties immediately. There will be no payment of lost time to a person unable to work in a safe manner.

In the instance of Drugs & Alcohol the individual will be made aware of the availability of treatment / counseling. If the worker refuses to seek help they may be dismissed the next time they are affected.