



# Drug and Alcohol Statement

BIE Group

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## 1.0 Purpose

This procedure is intended to provide details on the BIE Alcohol and Drug Guidelines (the “guidelines”). The guidelines are supplemental to and will be enforced in compliance with any laws in effect in the workplace.

## 2.0 Application

These guidelines apply to BIE staff and Contract Personnel where company business is being conducted.

**Social Policy:** In the case of company-related social activities, whether on or off company premises, appropriate regard will be taken for the safety and well-being of the individuals present and the community.

Alcohol is permitted at social functions provided the basic guidelines’ requirements are met. Responsible use of alcohol at social functions should not result in inappropriate behavior or impaired driving. Prior management approval is required for the use of alcohol at functions conducted on company premises.

## 3.0 Roles, Responsibilities and Performance Management

**3.1 Staff and Contract Personnel** are expected to perform their job safely in accordance with the provisions of these guidelines. They are expected to arrive fit for work, remain fit for work during their shift, and be free from any adverse performance effects of alcohol or other drugs. They are expected to cooperate fully during an investigation of work-related accidents and incidents. Personnel must report to Management any conditions that may limit their fitness-to-work.

Personnel who suspect they have a substance dependency or emerging problem are encouraged to voluntarily seek advice and to follow appropriate treatment promptly before job performance is affected or violations of the guidelines occur.

**3.2 Impaired Driving Charge or Conviction:** Personnel who are charged or convicted for impaired driving and whose job includes driving a company vehicle must report this situation to the BIE Management.

**3.3 Drug Possession and Trafficking:** Personnel who knowingly fail to comply with these guidelines or their intent or who knowingly permit an employee under his or her supervision to fail to comply with these guidelines, shall be considered to violate their employment contract and will be subject to appropriate disciplinary action up to and including termination.

**3.4 BIE Management:** As part of the ongoing performance management role, early identification of performance problems, including those that may be caused by alcohol and other drug use. No attempt should be made to diagnose a health problem, but if the work performance has deteriorated to an unacceptable level, or safety could be compromised, then the employee should be assessed by Management.

In addition, Management is responsible for ensuring investigations of work-related accidents and incidents are carried out in accordance with current operating guidelines and administrative procedures.

**3.5 Outside Health Services:** will be used for fitness-to-work assessments and recommendations.

**3.6 Security:** Management is responsible for the conduct of unannounced searches for alcohol, drugs or



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drug paraphernalia on company-owned or controlled premises, where use of these substances could create unsafe situation or where there is reasonable cause to suspect that they may be present. Searches will be conducted in accordance with applicable laws, agreements and local practices, and will be undertaken in cooperation with law enforcement agencies where required.

**3.7 Social Host:** In considering the use of alcohol at company-related social activities, whether on company premises or off, appropriate regard will be taken for the safety and wellbeing of the individuals and community.

## **4.0 Prevention, Referral, Assessment/Rehabilitation, Aftercare**

**4.1 Prevention:** BIE believes that Personnel awareness of the safety and health risks of substance misuse is the most effective means of preventing misuse and of increasing employee health and workplace safety. BIE Management will encourage education in the dangers associated with Drug and Alcohol Misuse.

**4.2 Referral:** Personnel who believe they have a problem with alcohol or other drug use which could affect or is affecting their health or work performance are encouraged to seek confidential assistance directly through the company's Management.

**4.3 Assessment / Rehabilitation:** Personnel with an alcohol or other drug problem will not be disciplined or terminated for voluntarily requesting help in overcoming the problem or because of involvement in rehabilitation.

**4.4 Aftercare:** Personnel who complete primary treatment as the result of mandatory referral for alcohol or drug problems will be required to participate in a structured aftercare program in order to help them maintain recovery.

## **5.0 Substances and Applicable Rules**

In order to minimise the risk of impaired performance due to alcohol or drug use, the following provisions are to be strictly adhered to by all Personnel while on company business or premises. A violation of these rules could result in disciplinary action up to and including termination of employment.

**5.1 Illicit Drugs:** While on company business and premises, the use, possession, distribution, offering or sale of illegal drugs, illegal drug paraphernalia or non-described drugs for which a prescription is legally required, is prohibited. The presence in the body of illegal or un-prescribed controlled drugs or their metabolites while on company business or premises is also prohibited.

**5.2 Alcohol:** Personnel are encouraged and expected to act in a manner which upholds their good reputation and that of BIE. The use of alcohol by employees whilst on business or company related activities must not have, or be seen to have, a negative impact.

**5.3 Legal Drugs:** Personnel are expected to use medications, both prescribed and over-the counter, responsibly.

**5.4 Fitness for Duty:** Being unfit for scheduled work due to the use or after-effects of alcohol, illegal drugs, or un-prescribed drugs for which a prescription is legally required, or the intentional misuse of medications is prohibited.



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**5.5 Reporting Requirements:** If there is any question or concern as to the personnel's ability to perform his or her job safely or efficiently while taking a prescription drug or other medication, BIE Management has an obligation to determine the individual's ability to work while using that drug and report it to a medical professional.

### **6.0 Communication:**

This policy is communicated to all personnel and is available on our intranet site, noticeboards, reception areas, and on our website at [biegroup.com](http://biegroup.com).

A handwritten signature in black ink, appearing to read 'Graham Rush', with a long horizontal line extending to the right.

Graham Rush  
President - BIE Group  
27<sup>th</sup> February 2025