

## Alcohol and Other Drugs Policy

APA is committed to providing a zero harm work environment. This includes ensuring that workers are fit for duty and are not affected by alcohol or other drugs that may affect their ability to undertake their work activities in a safe and healthy manner.

**All APA directors, employees, contractors and visitors when conducting work at an APA workplace are expected to be free from alcohol (with a Blood Alcohol Content of 0.00) and free from drugs (illicit and prescription or other drugs) which impairs the workers ability to work safely.**

This Policy is subject to and should be read in connection with other alcohol and/or drug policies or procedures that apply to individual activities and/or groups working on specific projects.

### Responsibilities for Health, Safety & Environment (HSE)

This policy shall be achieved by:

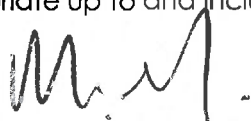
- Communicating the Alcohol and other Drugs Policy to employees, contractors and visitors;
- Prohibiting the consumption, distribution and sale of illicit drugs at work;
- Providing employees with appropriate assistance through the APA Employee Assistance Program (EAP);
- Providing employees with education and awareness on the harmful effects of Alcohol and other Drugs;
- Removing a person from the work environment where there is reasonable grounds of suspicion or confirmation that a person may be under the influence of Alcohol and other Drugs and request further testing by a suitably qualified person;
- Undertaking Alcohol and other Drugs pre-employment screening;
- Workers notifying their manager or supervisor of any circumstances that may affect their ability to undertake their work activities in a safe and healthy manner (including if use of prescription medication is causing an impact on safe work performance);
- Having a process to monitor employees, contractors and visitors Blood Alcohol Content (BAC) through introducing testing at APA workplaces;
- APA Management conducting an investigation and applying its disciplinary policy, if necessary, in the event of a breach of the Alcohol and Other Drug Policy; and
- Ensuring senior management approval (level 3 and above) is provided for the responsible serving of Alcohol at limited APA sponsored events and where alcohol is consumed the person does not return to or conduct work.

**All workers (including visitors)** shall take reasonable care to look after their own health and safety and the safety of those who may be affected by their acts or omissions. They must be free from the adverse effects of alcohol or other drugs in the workplace and must at all times carry out their duties and responsibilities in a safe manner including complying with APA HSE policies and procedures. All workers must present for work in a fit for work state. They must report all incidents relating to the use or abuse of alcohol and other drugs where safety at the workplace is believed to have been, or has the potential to be, compromised.

**All managers and supervisors** are responsible for managing HSE in accordance with APA Group's HSE policies and procedures and our HSE Management System as an integral and mandatory duty of their position. They have authority to act immediately should an issue arise.

### Disciplinary Action

A breach of this Policy will result in APA management conducting an investigation and applying its Disciplinary Policy where appropriate up to and including termination of employment deemed.

A handwritten signature in black ink, appearing to read 'M. McCormack', is written over a horizontal line.

Mick McCormack - Managing Director/CEO