



wellwisegroup

## Wellwise Group Substance Abuse Policy

Wellwise Group have the responsibility to maintain a safe and productive work environment free from the adverse effect of alcohol, controlled substances or drugs.

Employees or Contractors who work while under the influence of alcohol, controlled substances or drugs present a risk to co-workers, Wellwise Group assets, the community and themselves.

Therefore it is Wellwise Group policy that any person impaired by the use of alcohol, controlled substances or drugs is prohibited from entering Wellwise Group facilities, engaging in Wellwise Group business or operating Wellwise Group equipment. Also, trading and illegal or unauthorised use or possession of alcohol, controlled substances and drugs is strictly prohibited while on Wellwise Group premises or engaged in Wellwise Group business. The Wellwise Group will not knowingly mobilise a contractor suspected of drug abuse.

The Wellwise Group supports and promotes the compliance of all Contractors to also work to Client substance abuse policies and standards.

Prior to contractual arrangements with Wellwise Group, new Contractors and Employees will be requested to be tested by an independent specialist medical centre to establish and confirm absence of drugs. These tests should take place at 2 year intervals alongside medical certification.

Wellwise Group have an alcohol abstinence policy, which will apply for a full 24 hours before any travel is required on business for Wellwise Group or a client. Anybody ignoring this rule and subsequently being tested positive for alcohol, or being rendered unfit to travel, may be subject to being immediately withdrawn from use and subsequently "Not Required Back".

Any contractor / employee sample that receives a result of 'non-negative' for drugs or alcohol at either a scheduled drug screen renewal or a random drug screen will be immediately withdrawn from use until such time that further laboratory tests can confirm a PASS. Once this is established the contractor will then be able to engage in Wellwise Group business as normal. After further testing if a 'non-negative' result is found to be a 'FAIL' the contractor will remain withdrawn from use and subsequently "Not Required Back".

Any sample that is sent away for further testing must be paid for at the expense of the contractor / employee.

### Random Drug & Alcohol Testing

Wellwise Group, its Clients and End Users also reserve the right to initiate random tests at any time. Wellwise will give 48 hours notice for a contractor to attend a pre-booked drug screen. Wellwise reserve the right to invoke the necessary disciplinary action mentioned below should a contractor fail or refuse to attend.

### Disciplinary Action

Any Wellwise Group contractor or employee who is found in violation of the above policy shall be subject to applicable lawful disciplinary action. Also any Contractor or Employee of the Wellwise Group who refuses to be searched or tested for alcohol and/or drugs will be liable to instant termination of contract/dismissal from the company for gross misconduct.

Contractor's found in breach of this Substance Abuse Policy whilst on a job should be aware that they will be responsible for all their own travel expenses incurred, including but not limited to, flights and hotels, etc.

## Exceptions

This policy does not apply to:

- The use of prescribed drugs provided these do not affect the person's ability to perform their duties in a safe and productive manner. However, all prescribed drugs should be notified to Wellwise immediately, also at the time of a medical, and to the Wellsite / Installation Medic on arrival at a client location.