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Drug and Alcohol Policy

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1 PURPOSE AND APPLICATION

1.1 Purpose

The Company (“**Quantem**”) is committed to providing a safe and incident free workplace. Our Drug and Alcohol Policy (“**Policy**”) is to ensure that all employees and contractors understand the minimum requirements of Quantem in relation to Drugs and alcohol in the workplace.

This Policy will be **strictly enforced** to protect Quantem’s people, equipment and reputation. Quantem will provide training to assist supervisors in identifying and addressing alcohol use and illegal drug use by employees and contractors.

1.2 Scope

This Policy applies to all persons (including employees, contractors, on-hired employees and members of the public) who have cause to be on any Company site, this includes any location where Quantem business is conducted (including, but not limited to, Quantem worksites e.g. Port facilities, Quantem owned or leased motor vehicles and at Quantem customer and supplier sites).

It is an offence under state/federal law for anyone to be in possession of, or under the influence of illegal drugs.

Quantem have a zero tolerance for illegal drugs and alcohol in the workplace, and maintain the right to discipline personnel who contravene this procedure.

2 DEFINITIONS

2.1 Definitions

Quantem is declared to be an alcohol and **drug-free workplace**. This means:

All personnel are **prohibited** from unlawfully manufacturing, distributing, possessing, or using controlled substances in the Workplace. In addition, all personnel **must not** attend for work under the influence of controlled substances:

Controlled substances	includes the use of any alcohol or illegal drugs.
Drugs	includes non-prohibited drugs and prohibited drugs.
Non-prohibited drugs	means prescriptions or over-the-counter drugs.
Prohibited drugs	means all drugs whose use, possession, sale or manufacture is prohibited by law.

The following is a partial list of controlled substances:

- Alcohol
- Opiates (eg. opium, heroin, morphine, codeine)
- Cannabis metabolites (eg. marijuana)
- Cocaine metabolites (eg. cocaine)

- Benzodiazepines (eg. Valium etc)
- Methamphetamines (eg. amphetamines)
- Hallucinogens (PCP, LSD, etc.)

3 REPORTING USE OF CONTROLLED SUBSTANCES

Where a person becomes aware of, or suspects, the use of drugs or consumption of alcohol, or believes that their own, or someone else's safety is at risk due to the actions of another employee who is suspected to be at work under the influence of drugs or alcohol, they must report their concern to their supervisor or manager immediately.

Provided that the individual has reported the suspected use of drug and alcohol in good faith, he or she would not be disciplined in the case of the reported employee returning a negative result.

4 NON-PROHIBITED DRUGS

If a person is required to take a non-prohibited drug he or she must consult his or her doctor or pharmacist prior to taking the non-prohibited drug to learn of any side effects that may affect the person's ability to perform normal duties and maintain a safe working environment.

If a person is required to take a non-prohibited drug that may potentially impair his or her ability to drive, operate machinery or equipment or otherwise perform work safely, the person must notify his or her relevant Supervisor of the medication and its likely affects. Such notification must be given before the person commences work under the influence of such non-prohibited drug.

A person:

- a) must ensure that any non-prohibited drug is taken strictly as directed; and
- b) must not operate plant or equipment where the safety or welfare of the person or others may be at risk.

The Company reserves its right to require a person to:

- a) undergo a medical assessment by the Company's choice of medical practitioner for the purpose of ascertaining the effect of the non-prohibited drug on the person's ability to perform his or her work in a safe manner; and
- b) which undergo a medical assessment by the Company's choice of medical practitioner for the purpose of ascertaining the status of a non-prohibited drug or alcohol in the system of any suspicious or suspected personnel.

When requested by Quantem, a person is required to submit to examination by the Company's choice of medical practitioner and to authorise Quantem and the examining medical practitioner to exchange information relating to his or her work or employment at Quantem and the examination findings.

If a person has been taking a non-prohibited drug, whether on instruction from a medical practitioner or otherwise, discontinues the use of the non-prohibited drug, the person must

notify his or her relevant Supervisor of the likely affects of discontinuing use of the non-prohibited drug. If discontinuing use of the non-prohibited drug may potentially impair his or her ability to drive, operate machinery or equipment or otherwise perform work safely, such notification must be provided to the appropriate Supervisor immediately.

5 PROHIBITED CONDUCT

The following conduct will constitute serious misconduct and may be grounds for a person's summary dismissal and/or removal from the Workplace:

- The manufacture, use or possession of Prohibited Drugs in the Workplace
- Making an offer to sell controlled substances in the Workplace
- The possession or consumption of alcohol in the Workplace

Quantem may take whatever other action it deems necessary, or action it is required to take by law when dealing with allegations of prohibited conduct by persons covered by this policy.

Any employee who breaches this Policy or Procedure will be disciplined, up to and including **termination of employment for the first offence.**

Any employee who returns a positive drug or alcohol test result will also be disciplined, up to and including **termination for the first offence.**

Quantem reserves the right to offer any employee participation in an approved rehabilitation or drug abuse assistance program in addition to disciplinary action in the event of breach of this Policy. If so, the employee will be required to participate in the program at a satisfactory level as a condition of continued employment.

Quantem strongly recommends that rehabilitation and assistance programs are used voluntarily by employees before workplace problems occur. If any employee has failed to use the programs or ask for help and the employee breaches this Policy, Quantem will have little choice but to act strictly against them to protect the interests of all.

6 QUANTEM DRUG AND ALCOHOL TESTING PROCEDURE

6.1 Testing

Drug and alcohol testing may be conducted under this Policy in the following circumstances:

- a) pre-employment;
- b) annual health check which will be conducted on a scheduled work day mutually agreed in advance with the employee's immediate supervisor;
- c) randomly and without prior notification. Such testing may be conducted regularly upon suspicion of an employee being under the influence of drugs or alcohol whilst at work ("**for cause testing**");
- d) post-accident, injury or near miss, where directed by Quantem; or
- e) at any other time as reasonably directed by Quantem.

Testing is conducted at Quantem's expense and conducted on a scheduled work day for which the employee will be paid as normal.

All test results will be treated as private and confidential for the purpose of testing an employee's fitness for work. Employees agree and acknowledge that Quantem can communicate with the authorized and designated drug and alcohol testing facility in relation to the testing. This means that Quantem may disclose information about you to the Facility and the Facility may disclose to Quantem the results of the testing and any personal information gained from you during any consultations at the Facility.

When random drug and alcohol testing is being conducted at any Quantem site, the following processes may be followed to ensure the random selection of employees:

- Independent (and external) drug and alcohol tester randomly picks names from a list of all employees on site; or
- All employees on site are sorted in chronological order, and a random number generator is used to select the employees to be tested.

7 HOW TESTING WILL BE CONDUCTED

7.1 Random Testing

On a day when random testing is occurring, and after employees have commenced work, Quantem management will inform a minimum of three employees that they are to undergo drug and alcohol testing. The notified employees will then be swab and breath tested by a suitably trained Quantem representative or be required to accompany a Quantem management representative to an authorised testing facility.

On attendance at the facility each employee will be interviewed separately by trained medical staff and testing will then be carried out in accordance with procedures.

Results of testing will be issued upon completion to a nominated Quantem management representative and the employee. Records will be retained by Quantem for 7 years after the termination of employment. The external trained medical staff may also obtain a copy of the results.

7.2 Other Testing at the Direction of Quantem

Where an employee has commenced work (normal hours and/or after hours) and is suspected of being under the influence of drugs or alcohol, they may be approached by an Quantem Manager to be assessed for the presence of drugs or alcohol.

In circumstances where the employee is suspected of being under the influence of drugs or alcohol, the employee may be swab or breath tested by a suitably trained Quantem representative. The employee may have a witness present during testing. Quantem may also direct the employee in question to attend testing at a medical clinic and if he/she returns a positive test, Quantem will deem the employee to be "under the influence" of drugs and/or alcohol. In this instance, the employee will be stood-down whilst disciplinary action is decided upon in accordance with the Quantem Performance Counselling and Disciplinary Policy.

Any employee attending a medical clinic or the Facility for a work-related injury may also be required to undertake drug and alcohol testing as part of the injury assessment.

7.3 Deliberate Violation of Policy

In any of the circumstances listed below a worker will be deemed as having a positive result for drugs or alcohol and disciplinary action will apply.

Examples of such deliberate action include, but are not limited to:

- a) Refusing to undertake drug or alcohol testing when required including failure to attend a testing venue,
- b) Sample tampering, i.e. sample substitution, dilution or addition of any substances, tampering with the Chain of Custody process,
- c) Unauthorised possession, consumption or distribution of alcohol, drugs, drug related paraphernalia in the workplace,
- d) Providing false or misleading information to those people administering this process for the Company,
- e) Refusing to, or not engaging adequately in, a return to work process as a result of a fit for work purpose.

7.4 After Hours Testing

A trained Quatem representative can test employees on site at any time of the day and / or night.

7.5 Positive Test Results

A positive test result is determined in accordance with the Australian standards set for drug and alcohol testing. A positive test result is defined as a result which exceeds the levels stipulated in AS 3547 (Breath), AS 4308 (urine testing) and AS 4760 (oral fluid testing).

Quatem will generally use urine testing for pre-employment testing for employment candidates and testing as part of a medical assessment for existing employees. Oral fluid testing will generally be used for on-site testing, including random testing, testing based on reasonable suspicion, post-accident, injury or near miss testing.

A positive drug and alcohol test result may result in disciplinary action up to, and including, termination of your employment.

Transport home may be provided by Quatem if an employee records a positive test result.

8 REQUIREMENT TO HOLD VALID MOTOR VEHICLE LICENSE

Where a person is required to operate a registered motor vehicle as part of his or her work, the person must report to his or her Supervisor any matter that results in him or her ceasing to hold a current driver's license (including suspension) due to an alcohol or controlled substance-related driving offence.

9 FAILURE TO COMPLY

An employee who does not comply with this policy will be subject to disciplinary action which may include termination of employment.

A person who does not comply with this Policy may be refused entry to the Company premises and/or have their contract for service terminated.

10 VERSION HISTORY

Version	Author	Date	Nature of Change
1.0	National HSEQ Manager	14 September 2018	Initial Issue
1.1	National HSEQ Manager	August 2019	Review
1.1	National HSEQ Manager	August 2020	Review
1.1	CoSec	10 September 2024	Format change