



## Drug and Alcohol Policy 2015

Matt Durbin Associates is committed to providing a safe and productive work environment with appropriate safeguards.

Matt Durbin Associates will take action, in so far as it is reasonably practicable, to prevent any substance abuse which increases the potential for accidents, ill health, absenteeism, sub-standard performance or which would otherwise adversely affect its employees or other persons.

This policy applies to all Matt Durbin Associates employees and shall also apply to any sub-contractors working under Matt Durbin Associates.

The aims of the policy are to:

- Ensure Health and Safety of individuals is not compromised by the actions of others that are under the influence of drugs or alcohol
- Encourage a safer and healthier working environment for our people
- Ensure that everyone is aware of the acceptable standards and not to consume alcohol at work
- Ensure that anyone suspected of being under the influence of alcohol or drugs is treated in a fair and consistent manner
- Ensure that anyone who advises their line manager that they have a drug or alcohol related problem is given the necessary support to resolve their problems and commit to the agreed course of treatment.
- Ensure all persons under our control tell their supervisor or manager if they are taking any medication.
- Ensure relevant persons undergo testing for drugs and or alcohol when requested to do so.
- Where applicable, to support the requirements of our clients and the market sector in which we work by imposing a stricter policy

Matt Durbin Associates are at liberty to carry out the following types of testing:

*Pre-Commencement Testing* – Testing of new employees prior to work commencing.

*For Cause Testing* – Testing to where there are reasonable grounds to suspect that the fitness of that person is likely to compromise the safety of themselves, employees or others.

*Post Incident Testing* – Testing following an accident/incident.

*Random Testing* – An unannounced, unspecific process carried out amongst the workforce

*M Durbin*

**Matt Durbin**  
**Managing Director**  
**Matt Durbin Associates Ltd.**