

## DRUGS & ALCOHOL POLICY

### 1 Purpose

This Policy seeks to ensure that our workplace is safe and healthy by minimising behaviours and conditions which may lead to personal injury.

KHA is committed to providing a safe and healthy workplace where all persons are free from the improper use of drugs and alcohol.

### 2 Scope

This Policy applies to all staff (refer to definition below).

This Policy is subject to all relevant legislation.

All staff who work at sites controlled by other parties (e.g. hospitals, event centres) must also comply with the other parties' policies on Drugs and Alcohol use and testing.

This Policy may be reviewed, varied, added to or withdrawn by KHA at any time in its absolute discretion.

Whilst all employees, consultants and contactors must comply with any obligations set out in this Policy, the Policy (and any amendments to it) does not form part of any person's contract of employment or independent contractor agreement (as the case may be).

### 3 Definitions

Abbreviations, acronyms and specific words are defined in the table below.

Term	Meaning
Staff	<ul style="list-style-type: none"> <li>• Employees (full-time, part-time &amp; casual)</li> <li>• Consultants</li> <li>• Contractors</li> <li>• Interns</li> <li>• Volunteers</li> <li>• Board members</li> <li>• Committee members</li> <li>• Any person not described above who acts on behalf of KHA, while they are acting for or impacting KHA</li> </ul>
Illicit or illegal Drugs	Drugs prohibited under Federal and State legislation (Australia). Includes medications that are not used in the manner prescribed by a medical practitioner.

### 4 Policy Detail

This Policy applies to all work-related situations including, but not limited to, when you are:

- at a KHA office, whether during or outside normal working hours;
- during work activities, including but not limited to dealings with colleagues, the kidney community, the general public, partners, sponsors and customers whether on or off-site, whether face to face or using information systems or media forms; and/or
- at work-related events, including but not limited to conferences and social functions.

KHA has a legal duty to provide a safe workplace and take all reasonable action to protect all persons in the workplace from foreseeable risks to health and safety.

Because of this duty, staff members must not:

- consume alcohol without authorisation from a member of the Senior Management Team
- possess, sell, distribute or consume medication unless specifically authorised by a qualified medical practitioner. Illicit and illegal drugs are not permitted in any KHA workplace under any circumstances - this means those drugs prohibited under Federal and State legislation (Australia);
- be affected by alcohol or drugs to the extent that there is a risk to their safety or the safety of others; or
- drive a company vehicle whilst affected by alcohol or drugs.

If you have grounds to believe that the ability of a staff member to work safely is impaired, you have a responsibility to report it to their managers so action may be taken immediately.

We will not accept liability for any damage to a company vehicle, injury to a staff member, damage or injury to any third party incurred if you drive a company vehicle in a manner which breaches this Policy or the law.

Senior Management Team members may authorise the moderate consumption of alcohol during social functions, provided it does not impair the ability of staff members to perform their work or to return home safely following a function. Attendees at social functions must comply with this Policy in the consumption of alcohol.

## 5 Consequences of breaching this Policy

KHA may commence disciplinary action for breaches of this Policy, following an appropriate investigation. Disciplinary action may include a written warning, counselling, suspension or the termination of an employee's employment. We may also refer a breach of this Policy to law enforcement authorities where necessary.

## 6 Document Information

<b>Document owner</b>	Corporate Services
<b>Creation date</b>	31/05/2016

## 7 Revision History

<b>Issue #</b>	<b>Date</b>	<b>Author</b>	<b>Change</b>
1	31/05/2016	Eugenia Lambis	Initial release