



DRUG & ALCOHOL POLICY

Our Commitment

ARK Pest Management is built on a reputation committed to safe, healthy and work places for all employees and our customers.

We recognise that alcohol, drugs and illicit substance use will impact and impair workers ability to perform required tasks in a manner which is safe, effective and to be undertaken with good judgement. This also may have effect on the quality of customer satisfaction and work satisfaction for other employees.

At ARK, we are committed to a zero-tolerance policy around recreational drug and alcohol use on site or use that leads to impact during work hours. Ark Pest Management is committed to continual improvement around drug and alcohol management in the workplace and the assurance of a safe and healthy work environment.

➤ **Definitions**

For the purposes of this policy:

- “Site” includes all company use motor vehicles, plant, office, workshop, store, common rooms or the like whether located at the site or any other location.
- “Work” shall include any time from the time an employee commences travel to the work site until they return home.
- “Employee” this includes all workers on salary, wages, sub-contractors and or contractors that are engaged by our company, Ark Pest Management to perform work on site.

➤ **Policy Statement**

Ark Pest Management abides by the policy that NO PERSON who is under the influence of drugs or alcohol will be permitted on our work sites.

Under no circumstances shall anyone associated with ARK Pest management:

- Bring illicit drugs or alcohol onto any ARK Pest Management site.
- Take, use or administer illicit drugs or alcohol whilst on any ARK Pest Management site.

Ark Pest Management in no way allows or will permit the misuse of legitimate drugs, or the use, possession, distribution or sale of illicit/ un-prescribed controlled drugs on company business or ARK Pest Management premises or sites is strictly prohibited and will be dealt with as serious misconduct.



DRUG & ALCOHOL POLICY CONTINUED...

This organisation recognises the requirements of our clients in relation to drug and alcohol use if those differ to what we have stated in this policy, we take no responsibility for or associate with this use.

If ARK Pest Management employees are found to have a drug dependency issue our company will support them in their rehabilitation process however, such employees will be required to take time out from work until the rehabilitation process had been completed with regular weekly drug tests will be required.

Responsibility of ARK Managers and Supervisors

- Ensure our systems and procedures are adhered to and implemented by all employees
- Employee expectations are clearly stated and supplied for every employee
- Be effectively managing all staff and observing each worker's wellbeing and performance.
- Record any changes in workers and consult staff member.
- Assist in any rehabilitation process necessary within work parameters.
- Implement regular periodical drug testing for effected workers after rehabilitation process is completed.
- Ensure the confidentiality of employee records, test results and activities related to this policy are keep strictly confidential.

Responsibility of ARK employees and sub-contractors

- It is the responsibility of all workers to immediately inform their supervisors if they are in an unfit state to perform their work.
- In no circumstances are any employees of ARK Pest Management to undertake work if under the influence of drugs or alcohol.
- Each employee is to be alert to changes of character, demeanour or performance of other employees and report it to their supervisor if they have concerns for their or their fellow employee's health and safety at work.

Employee Assistance

Ark Pest Management is a business that advocates rehabilitation and treatment for persons affected and dependant on alcohol and illicit substances and encourages all employees to seek advice and treatment as soon as they recognise that they may have a problem, before it impacts their wellbeing, work, health and safety.



DRUG & ALCOHOL POLICY CONTINUED...

Prescription Drugs

ARK Pest Management recognises that employees may from time to time need to take legal medications that may be prescribed or otherwise for the purposes of treating illness.

However, no drug, prescription or otherwise shall be permitted to be taken which may have a detrimental impact on the person's ability to perform their job tasks in a safe manner.

It is a requirement that if a drug that may affect the ability of a worker needs to be taken by an employee, documentation from their qualified medical practitioner will need to be supplied to their supervisor advising that it is safe for them to undertake their normal work duties.

Application of this Policy

This policy and its contents is applicable to the entire ARK Pest Management group, including employees, sub-contractors, sub-licensees and licensees in all its operations and functions.

This policy will be subject to regular review with legislation and company changes.

Policy Authorised by



Alex Krawczenko CEO ARK Pest Management