



Drug and Alcohol Policy

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Introduction

St Kilda Mums Inc (also trading as St Kilda Mums, Eureka Mums and Geelong Mums) (“the Organisation”) has a commitment to provide a safe, healthy and productive workplace. The organisation is concerned by factors affecting an employee’s ability to safely and effectively perform their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

Purpose

This policy exists to enable SKMI to:

- maintain a safe and healthy work environment
- reduce the costs associated with alcohol and other drugs to the organisation and individuals
- link action on alcohol and other drugs issues with other occupational health and safety initiatives, and
- provide access to information on alcohol and other drugs use and encourage those with problems to seek assistance.

Scope

This policy applies to all employees, volunteers, and to anyone who represents the Organisation in any way, including those who contract to, or visit the Organisation.

Code of behaviour

- The Organisation has a zero tolerance policy in regards to the use of illicit drugs on its premises or the attending of other business related premises while under the influence of illicit drugs. Contravention may lead to instant dismissal.
- The Organisation does not tolerate anyone attending the workplace if impaired by alcohol. This may result in performance improvement action or dismissal.
- Employees whose role it is to perform safety sensitive tasks, including, but not only, driving the van or operating warehouse equipment, must have zero blood alcohol, not be under the influence of illicit drugs, or prescription medication where driving is not advised.
- Driving over the legal limit or under the influence of illicit drugs is illegal. Anyone driving, during the hours of employment/contract or on behalf of the organisation at any time, over the legal alcohol limit or under the influence of illicit drugs may face performance improvement action or dismissal
- The Organisation may, at times, make alcohol available to employees, volunteers or contractors over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee.
- When attending functions as a representative of the organisation where alcohol is being served, employees, volunteers or contractors must limit the consumption of any alcohol made available and should ensure they make alternate arrangements to ensure they do not drive home.

Roles and responsibilities

It is the responsibility of every employee, volunteer or contractor to report incidents and concerns.

All employees, volunteers or contractors are responsible for the following;

- monitor their own work performance
- investigating and documenting incidents and reports
- where safe to do so, approaching an employee, volunteer or contractor who may be intoxicated to provide support and prevent harm to themselves or others

Managers are responsible for the following;

- imposing a corrective measure
- if necessary, imposing a measure that addresses the conduct, such as referring the affected employee, volunteer or contractor to counselling / rehabilitation - the cost of which, if outside of the organisation's Employee Assistance Program, will be the responsibility of the employee, volunteer, contractor.

Where an employee, volunteer or contractor has breached this policy, there will be action taken by management which could include removal from duty with immediate effect, and termination of employment.

Policy review

This policy will be reviewed and updated every two years or sooner if required.

This policy will be published on the St Kilda Mums website.

Any questions in relation to this policy please contact the Head of Corporate Services and People or the CEO.

Policy Implementation Documents

The following documents are to be used in conjunction with this policy:

- Employee Handbook
- Code of Conduct
- Volunteer Policy and Procedure Manual