



## **POLICY** Drugs and Alcohol

**PURPOSE** - Wiley is committed to providing a safe and healthy working environment.

**SCOPE** - This policy applies to all Wiley employees, contractors, subcontractors, visitors and prospective employees.

**RESPONSIBILITY** - Leaders, managers, and employees have responsibility to comply with this policy.

**POLICY STATEMENT** - It is the policy of the company to protect its employees, contractors, subcontractors, visitors and prospective employees, the community and the environment in which it operates, from hazards arising from alcohol or drug misuse in the workplace.

The company recognises that alcohol consumption and drug use (illicit, prescription or otherwise) may impair an individual's ability to function and perform work safely.

The company policy is that employees, contractors, subcontractors, visitors or prospective employees shall not to be under the influence of alcohol or drugs (illicit, prescription or otherwise) whilst performing work functions or attending construction workplaces.

### **Responsibilities**

Wiley requires the performance of its employees, contractors and others to be unimpaired by drug or alcohol use whilst performing work functions or attending construction workplaces. The illegal or unauthorised possession, consumption, sale or being under the influence of alcohol or drugs (illicit, prescription or otherwise) whilst on Wiley premises is strictly prohibited. Medical clearance is required where an employee, contractor or other person is required to take prescription medication that may impair their ability to function.

### **Breaches of this policy**

Where an employee, contractor or others are found to breach this policy they will be removed from the workplace and shall be subject to disciplinary action.

### **Employee Assistance Program (EAP)**

Wiley views dependency on drug or alcohol as a medical condition and encourages any employee that may experience dependency to seek confidential support and treatment through Wiley's employee assistance program which provides confidential services to all employees who may require assistance (Lifeworks – 1300 361 008).



**Suzie Wiley** | Managing Director

