

Amalgam Recruitment Workplace Drug and Alcohol Policy

1. Purpose

Amalgam Recruitment is committed to maintaining a safe, productive, and healthy work environment for all employees. The misuse of drugs and alcohol can impair an individual's ability to perform safely and effectively, pose risks to the well-being of colleagues, and negatively impact the company's operations. This policy outlines our approach to managing drug and alcohol use in the workplace and aims to provide a clear framework for addressing any concerns in a fair, respectful, and consistent manner.

2. Scope

This policy applies to all employees, contractors, and visitors of Amalgam Recruitment while on company premises, engaging in company-related activities, including work on-site on our host client sites.

3. Prohibited Conduct

Use of Drugs and Alcohol: Employees are prohibited from being under the influence of illegal drugs or alcohol while on duty, on company premises, host client sites or during work-related activities.

Possession or Distribution: Employees are prohibited from possessing, distributing, or selling illegal drugs or alcohol on company premises or while engaged on our host client sites.

Impairment: Employees must not report to work or remain at work if they are impaired due to drug or alcohol use, whether it occurs on or off duty. This includes situations where an employee's ability to perform their job safely and competently is affected by drug or alcohol consumption.

4. Drug and Alcohol Testing

Amalgam Recruitment reserves the right to conduct drug and alcohol testing where there is reasonable cause to believe an employee is impaired by drugs or alcohol while on duty. Testing may also be required following a workplace accident or near-miss incident, as well as at random intervals for safety-sensitive roles.

Pre-employment Testing: Drug and alcohol testing may be required as part of the recruitment process for certain positions where impairment could pose a risk to safety or operational performance.

Reasonable Cause Testing: Employees may be tested if there are reasonable grounds to suspect that they are under the influence of drugs or alcohol while at work. Indicators may include erratic behaviour, safety violations, or impaired performance.

Post-Incident Testing: If an employee is involved in a workplace accident or incident, drug and alcohol testing may be conducted to determine if impairment was a factor.

5. Support and Assistance

Amalgam Recruitment understands that substance misuse can be a medical or psychological condition and encourages employees to seek support if they have concerns regarding their drug or alcohol use. Employees who self-identify as having a substance use disorder or require assistance are encouraged to contact the National Alcohol and Other Drug Hotline on 1800 250 015.

6. Consequences of Breach

Failure to comply with this policy may result in disciplinary action, which could include counselling, suspension, or termination of employment, depending on the severity of the breach and the circumstances involved. In the case of a first offence, employees may be offered an opportunity to seek support or rehabilitation, unless the breach is deemed severe (e.g., endangering the safety of others or engaging in illegal activities).

7. Legal Compliance

This policy is in accordance with Australian laws, including the Fair Work Act 2009 and the relevant State and Territory legislation governing workplace health and safety. It is important to note that Amalgam Recruitment will take all necessary steps to comply with legal requirements regarding drug and alcohol testing, privacy, and the treatment of employees.

8. Review and Amendment

This policy will be reviewed regularly to ensure that it remains consistent with current legislative requirements and best practices. Employees will be notified of any changes to this policy.

9. Conclusion

The health, safety, and well-being of our employees are our top priority. Amalgam Recruitment encourages a work environment where all employees can perform to their fullest potential without the risk of impairment caused by drugs or alcohol. We appreciate the cooperation of all employees in adhering to this policy and promoting a safe and productive workplace.

For any questions or concerns regarding this policy, please contact the Amalgam Recruitment office on 0892776225

Approved by

Name: Senior Management Team

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Approved: 18th December 2025