

DRUG AND ALCOHOL MISUSE POLICY



trac

TRAC Oil & Gas Ltd, TRAC Oil & Gas PTY Ltd and TRAC Petróleo e Gás Ltda (TRAC) recognise that alcohol and drug abuse related problems are an area of health and social concern and an employee with such problems needs help and support from his/ her employer. TRAC also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. We have a responsibility to our employees and customers to ensure that this risk is minimised. To this affect employees must not:

- Report or attempt to report for duty when unfit through influence of alcohol or drugs
- Be in possession of illegal drugs when on duty
- Consume alcohol or illegal drugs when on duty

Accordingly, TRAC's policy involves two approaches:

- Providing reasonable assistance to the employee with an alcohol or drug problem, who is willing to co-operate in treatment for that problem by putting the employee in touch with relevant medical/ social services, co-ordinate and document through their personnel records.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either an alcohol or drug abuse problem does not exist or where treatment is not possible or has not succeeded in accordance with Personnel Procedure.

Drugs refers to banned substances, any substances that are in themselves legal, but can be subject to abuse, e.g. glue, solvents and medicines obtained with or without prescription, which may affect the individuals performance at work. In addition, certain prescription and non-prescription medicines could also have an adverse affect on work performance and behaviour and show a positive result in any test. Where an employee is taking prescription or over the counter medication that may affect their performance, this must be highlighted to their line manager/supervisor and details of the medication listed in the personnel files.

Employees shall be subject to drug and alcohol testing as detailed in Personnel Procedure, to ensure that they are in a fit state to carry out their stated duties.

TRAC have a zero tolerance approach to the misuse of drugs and/ or alcohol.

For and on behalf of TRAC Oil & Gas Ltd:

Managing Director: D Hawthorn

Signature:



Daniel
Hawthorn
2016.01.07
09:48:34 Z

Date: 07 January 2016