Drug and Alcohol Policy

Workforce International Group (**WIG**) is committed to maintaining a safe workplace environment for all workers, clients, contractors and visitors. The intention of this policy is to outline the requirements of zero tolerance and identify the purpose for the company Drug and Alcohol Procedures and the responsibilities of all parties involved.

Definitions

Drugs: any prescribed or non-prescribed medicine or substance which has a physiological or psychological effect when introduced to the body.

For the purpose of this policy, "**fit for work**" shall be regarded as:

- **Drugs:** any level below the cut off levels specified by Australian Standards AS/NZS 4308 or AS/NZS 4760.
- **Alcohol:** 0.000 Breath Alcohol Concentration (BrAC).

Responsibilities

Managers and supervisors are responsible for promoting and enforcing an alcohol and drug free workplace in line with this policy and associated procedures.

Workers, contractors and visitors are responsible for ensuring that they are free from the influence of alcohol and drugs while at work. Workers and contractors are not permitted to have or sell drugs or alcohol or have in their possession any item or equipment used for the manufacture or administration of illegal drugs or alcohol, while at work or at client worksites.

Compliance

All workers and contractors may be subject to intermittent testing in accordance with the provisions of this policy and may also be tested where it is suspected that they are functioning or attempting to work after the use of alcohol or other drugs.

Similarly, workers and contractors may be tested following any incident or accident to rule out the possibility of influence of drugs and/or alcohol as a contributing factor. Workers or contractors reporting to work or undertaking work with drugs or alcohol levels above these standards will be subject to counselling or disciplinary action. Serious or repeated breaches of this policy or associated procedures may result in dismissal or termination of employment.

Visitors attending a WIG worksite who are suspected of being under the influence of alcohol or drugs will be requested to leave the premises.

Drug and Alcohol Testing Standards

Testing for alcohol and drugs may be by way of breath analysis, oral fluid testing or testing of a urine sample. Any level of alcohol greater than 0.000 as indicated by a Breath Alcohol Concentration (BrAC) result, is unacceptable.

The process for testing for drugs shall be in accordance with the current Australian Standard AS/NZS 4308 (Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine) or AS/NZS 4760 (Procedure for specimen collection and the detection and quantification of drugs in oral fluid) for substances such as, but not limited to, Opiates, Amphetamines, Methamphetamines, Benzodiazepine, Cannabinoids, Barbiturates, Cocaine Metabolites, Oxycodone and Methadone. Even though synthetic marijuana and other synthetic drugs are not referenced in AS/NZS 4308 or AS/NZS 4760, the same process shall be adopted to ensure the integrity of the test results.

Drug and Alcohol Testing Legislation

WIG operates across all Australian States and Territories. Accordingly, all workers and contractors may be bound by various Federal, State and Territory Acts and Regulations pertaining to drug and alcohol testing when at client or host organisation sites. Workers or contractors who undertake work while under the influence of drugs or alcohol may also be in breach of Safety legislation and may be subject to prosecution in a court of law.

Compliance with Client Policies

All workers and contractors are required to comply with all applicable client or host organisation health and safety policies and procedures, including drug and alcohol policies, when working at or visiting client or host worksites.

Policy Review

WIG will regularly review this Policy and associated procedures to ensure that they are effective, comply with legislative requirements and continue to promote a "fit for work" culture throughout the organisation.

This Policy is in line with WIG's Drug and Alcohol Procedure.

Ray Roberts, Chief Executive Officer – March 2026