



Adecco Group Drug and Alcohol Policy and Guidelines

Introduction

People affected by alcohol and /or other drugs are a safety hazard to themselves and all others present in the workplace. It is the intention of the Adecco Group (Adecco) to provide a safe and healthy workplace free from the effects of alcohol and drugs.

Adecco has a zero tolerance policy with regard to being under the influence of drugs or alcohol whilst deemed to be at work. As an employer, we have a duty to provide a safe workplace not only for our employees but also to ensure a safe work environment for our clients and for anyone else who may be affected by workplace activity. Employers are required to take all practicable steps to achieve this end.

All employees of Adecco have a legal and ethical obligation to ensure their own personal safety while at work, and to ensure that no action or inaction on their part will cause harm to any fellow employee or any other person in the workplace.

Objectives of this policy

- To increase the awareness of associates and staff, of the harmful effects of drug and alcohol both in the workplace and society
- To provide appropriate personnel with the skills to effectively intervene in the event of unsafe work practices caused by alcohol and/or drugs
- To inform associates and staff of the availability of drug and alcohol referral/assessment and treatment services
- To support and encourage self-reporting, where an individual identifies that their own, or another's, use of drugs or alcohol may have impaired or affected their ability to perform their duties
- To conform with client's Drug and Alcohol policy requirements

Process & Guidelines

Adecco may conduct drug testing within the following guidelines and to satisfy the following circumstances:

- Pre-Employment testing of applicants where required and to ensure a safe and healthy working environment. A failed drug or alcohol test may result in the applicant not being further considered for employment.
- Post incident testing, or on reasonable suspicion – carried out after certain events, actions, or suspicion, due to behaviour. Failed tests, without reasonable justification, may be regarded as serious misconduct and appropriate disciplinary action may be taken, which may include dismissal without notice
- Post treatment testing – testing an employee after counseling, rehabilitation or treatment for any drug dependency problem
- Random testing – testing on a random basis, with or without cause and with or without notice

Testing may be undertaken by a variety of drug testing techniques. These include, but are not limited to, oral fluid screening, urinalysis and breathalyzers. Action will be taken if a person presents themselves at work and there is reason to suspect impairment due to drugs or alcohol because of an individual's actions, behaviour and/or appearance.



Specific actions taken will be dependent upon the situation at the time of the occurrence and issue at hand, but may include immediate removal from the workplace, a request for relevant drug testing and a full investigation of the issue, with disciplinary action and potential termination of employment a possible outcome.

The decision whether a person is able to work in a safe manner will be made by the Adecco Consultant and/or Branch Manager and in consultation with the client's representative. Any person who is being requested to undertake a drug or alcohol test will sign a consent form prior to the administration of the test.

Unreasonable refusal by applicants or associates to undergo drug or alcohol testing, or complete the consent form or adhere to this policy will be managed in accordance with disciplinary procedures and the behaviour may be regarded as serious misconduct.

Where a fatality has occurred, the Police may assume responsibility and the manager will facilitate testing of key personnel involved in the accident. All tests and processes will conform and be conducted within the guidelines set out in the following Acts and any other relevant Regulations and Codes of Practice: Health and Safety in Employment Act 1992, The Privacy Act 1993, Human Rights Act 1993 and New Zealand Bill of Rights Act 1990 and The Code of Health and Disability Services Consumers' Rights in relation to consent, collection and storage of information, ensuring the correct chain of custody/documentation and sample integrity is adhered to and maintained.

All test results will be reported on, using the test manufacturer's standard outlines or registered laboratory or testing facilities cut off levels for each drug tested. All tests will be reported as pass/fail.

If the employee or associate is willing to undergo and receive support and assistance, Adecco will provide information and details regarding available assistance, but is under no obligation to provide financial assistance for this. If the employee or associate refuses help, Adecco is under no obligation to provide any alternative employment.

In any situation, if a temporary employee or associate returns a positive drug or alcohol test or fails a test, Adecco is under no obligation to provide assignments or further work opportunities.

Controlling / Monitoring

1. All employees and associates must read and understand this policy as part of their first day induction or part of pre-employment screening.
2. Drug testing will be undertaken at Adecco's cost, other than where an employee or associate requests retesting. In this instance, the cost will be borne by the individual concerned unless initial results are overturned.
3. Any breaches or suspected breaches of this policy must be reported for follow up by the appropriate manager.
4. Adecco reserves the right to amend this policy at any time, which may include adding or amending a list of prohibited Drugs.



Applicant/Employee Agreement and Consent to Drug and/or Alcohol Testing

Understanding

It is the intention of Adecco Group Limited, ("Adecco"), to provide an environment that is safe, healthy and productive for everyone who is employed. It is recognised that people affected by alcohol and/or drugs are a safety hazard to themselves and all others present in the workplace. Adecco has a zero tolerance policy with regard to being under the influence of drugs or alcohol.

Authorisation

I hereby agree, upon a request made under the drug/alcohol testing policy of Adecco and/ or, any client of Adecco, to submit to a drug or alcohol test during any time of my employment, whether it be a pre-employment test, or as a result of a workplace incident/accident involving myself or any of my fellow colleagues, or due to a request for random testing made by a client of Adecco and to furnish a sample of my urine, breath, saliva and/or blood for analysis.

I understand and agree that if I, at any time, refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, that unreasonable refusal will be managed in accordance with disciplinary procedures and that this behaviour may be deemed serious misconduct.

I acknowledge that I may not be further considered for employment, if I fail to undertake pre-employment drug testing where required.

I further authorise and give full permission to have Adecco and/or the company or entity Adecco elects to perform drug testing ("the Testing Agency"), to send the specimen or specimens collected to a laboratory for a screening test for the presence of any prohibited substances ("the Testing Laboratory").

I further authorise and give full permission for the release of any and all documentation relating to such test to Adecco, to Adecco's clients, and/or to any governmental entity or other entity involved in a legal proceeding or investigation connected with the test. I authorise Adecco to discuss the results of any such test with Adecco's clients.

I will hold harmless Adecco, the Testing Agency, and the Testing Laboratory, meaning that I will not take any legal action against such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse action. I will further hold harmless Adecco, the Testing Agency or the Testing Laboratory for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test.

I UNDERSTAND THAT ADECCO WILL REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY OR HEALTH AND SAFETY INCIDENT UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE INCIDENT.

I understand that this includes anyone who arguably or potentially contributed to the accident or injury event in any way, i.e. the person suspected of causing someone else to get injured may also be required to submit to a test.

This policy and authorization have been explained and I have been advised that if I have any questions about the test or the policy, they will be answered.