

Complete Recruitment Solutions

Drug & Alcohol Policy

Policy

Complete Recruitment Solutions acknowledges that drugs and alcohol are part of our society.

However, there are increased risks of injury, damage and loss occurring through the use of drugs and alcohol by individuals both on and off the job.

Complete Recruitment Solutions provides a workplace that is safe, healthy and free from the influence and hazards associated with drug and alcohol use.

Procedure

Complete Recruitment Solution's drug and alcohol requirement is that:

1. You will comply with our drug and alcohol policy, as well as those of our clients. This may include our client's requirement to undertake drug and alcohol testing, conducted in accordance with AS 4670 "Procedures for specimen collection and the detection and quantitation of drugs in oral fluid".
2. All Complete Recruitment Solutions employees are to have a "zero level" of drugs and alcohol when performing work for us.
3. You are required, as a condition of your employment, to be fit for duty to carry out your normal work activities.
4. Complete Recruitment Solutions and our clients have a responsibility to ensure that if you appear to be influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, that you do not perform work at that time.
5. The consumption, possession, sale or distribution of drugs and alcohol is prohibited by all employees during designated work hours.
6. Complete Recruitment Solutions induction includes sessions to improve employee awareness and understanding in this area.

A breach of this policy may lead to disciplinary action. Disciplinary action may include termination of employment with Complete Recruitment Solutions.

If you have any questions concerning this policy, please discuss this with your supervisor.

Remember - Safety is everyone's business!