

## 1. Purpose

Newlands Civil Construction Pty Ltd and Newlands Commercial Construction Pty Ltd (NCC) are committed to providing a productive and safe environment for its employees. This policy details the responsibilities of all employees regarding the use/consumption of alcohol and other drugs (legal or prescribed) in connection with employment.

An employee's ability to work safely and productively may be impaired by the consumption of alcohol and other drugs. NCC intends to prevent any harm caused by the use or abuse of alcohol or other drugs in the workplace. Compliance with this policy is a condition of employment for all employees and contractors.


## 2. Scope

This policy applies to all NCC employees/contractors and visitors and applies, during work hours, at work sponsored or work-related functions, while on company premises and while in command of a company vehicle or machine (either owned or hired).

## 3. Policy

General:

- 3.1 NCC has zero tolerance on the consumption of alcoholic beverages whilst at work, subject to individual exemptions or individual functions approved or authorised by the Managing Director. In all cases the employee must ensure that the amount of alcohol consumed will not cause the employee to be in breach of any law;
- 3.2 Alcohol and/or illicit drugs must not be brought onto or consumed on any NCC premises. Alcohol may be authorised by Top Management at an approved company event;
- 3.3 If an employee is required to take prescribed medication that may affect the employees work performance in any way, the employee is required to advise NCC;
- 3.4 Regardless of clause 3.3, if you are taking any form or strain of medicinal marijuana (Cannabis) for any reason, you are obligated to disclose this to NCC. Due to NCC's high-risk working environment, employees who are prescribed medicinal cannabis may be required to attend NCC's IME (Independent Medical Examiner) to determine whether they are fit for work (refer to the Fitness for Work Policy HR-POL-040).
- 3.5 Employees must attend work on time and in a fit state to carry out their duties in a safe and efficient manner (refer to the Fitness for Work Policy HR-POL-040). This means that the employee must be free of the effects of alcohol and other drugs (whether illicit or prescription) and not under the influence of drugs (whether illicit or prescription) during working hours;
- 3.6 It is a condition of employment that if NCC suspects a breach of 3.4, it may require the employee to attend a qualified testing agency or medical practitioner so that appropriate tests can be undertaken and the employee shall authorise the results of such tests to be provided to NCC;
- 3.7 Unless otherwise approved by Top Management, no employee shall enter any commercial establishment to consume alcohol (e.g. pub, bar etc.), whilst wearing any clothing bearing the NCC logo or insignia;
- 3.8 Whilst working on remote project sites all employees are required to return to their assigned accommodation and change out of any NCC labelled clothing before entering an establishment where alcohol is sold and consumed (other than the camp itself);
- 3.9 During the course of employment with NCC, employees may be required to attend official NCC functions. Subject to the discretion of Top Management, alcohol consumption at these functions is to be avoided or at best kept to a strict minimum and the employee should not contravene any law as a result of such alcohol consumption. Employees should remember at these functions that they are representing NCC and should behave accordingly;
- 3.10 It should be noted that any work functions held away from head office, regardless of whether they are within normal working hours or not are also included in these standards of behaviour;
- 3.11 Employees are reminded that their behaviour at work functions is the same as when they are work. All NCC policies equally apply whilst at work and work related functions.
- 3.12 If at a function away from work then the employees' behaviour is reflective of NCC image. Poor behaviour will result in damage to NCC reputation;
- 3.13 Any function run/organised by NCC for employees will be planned with the following to ensure responsible consumption of alcohol and appropriate duty of care:

 PO Box 3407 Toowoomba QLD 4350	HR POLICY	Newlands Civil Construction Pty Ltd ABN 41 133 339 778
	<b>ALCOHOL AND OTHER DRUGS</b>	Newlands Commercial Construction Pty Ltd ABN 64 166 350 563

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- 3.13.1 The function should be for a reasonable period and it should not be treated for a reason to drink as much in a little amount of time possible, nor should it be open-ended;
- 3.13.2 All functions must be well catered for and dietary requirements sought;
- 3.13.3 Spirits and full strength beer should be discouraged and may only be supplied subject to responsible serving and allocation. A good supply of low alcohol and non-alcoholic beverages should be on hand;
- 3.13.4 No employee is permitted to drive a NCC vehicle or operate any plant or equipment after consuming alcohol in such quantities that would cause them to be in breach of any law or site rules. Employees should be encouraged to take a taxi or appoint a designated driver if they wish to consume alcohol during these functions;
- 3.14 Employees with an existing substance dependency which may result in impairment, should advise their manager so that suitable arrangements can be made to ensure that they are able to work in a safe and productive manner. Managers who have received such advice must make every effort to provide a safe work environment for both the employee concerned and fellow employees;
- 3.15 The act of purchasing, manufacturing, selling or possessing illicit drugs or possession of equipment related to the use, manufacture or purchase/sale of illicit drugs at the workplace, a work-sponsored or related function while on company premises or while in command of a company vehicle (hired or owned), is prohibited and will be grounds for instant dismissal.

#### 4. Responsibilities

Any breach of this policy will be deemed serious misconduct and disciplinary action will reflect this, including instant dismissal. All employees are responsible for making sure they are fit for work and no alcohol or other drugs are impairing and affecting their work. It is also the responsibility of employees to look out for their colleagues and make sure they report any suspected breach of this policy in any way to their direct supervisor or Managing Director.

NCC's Top Management assume the ultimate responsibility for Quality, Safety and Environmental requirements and core business practices in the workplace. NCC's Senior Management plan, manage, monitor, review, and direct actions and allocate resources to support workers at every level to identify hazards, assess, control and evaluate risk in all areas of NCC operations.



Barry C O'Sullivan  
 Director  
 Newlands Civil Construction Pty Ltd AND  
 Newlands Commercial Construction Pty Ltd

25 September 2025