Drug and Alcohol Free Workplace Policy

Bitu-mill is committed to providing a safe and healthy workplace for all its personnel. One of the cornerstones of that commitment is Bitu-mill's policy to ensure compliance with all legislative requirements in relation to the safety of its workforce.

Bitu-mill is committed to the health and wellbeing of its employees in all areas that may affect their ability to perform work in a productive manner that does not jeopardise their own safety or the safety of others in the workplace.

Bitu-mill aims to create a mentality amongst all of its personnel and personnel of other companies performing who work on Bitu-mill sites that the of attendance of work under the influence of alcohol or drugs that may cause risk to self, other employees at work or the general public or inhibit the performance of work duties efficiently is unacceptable. As part of these efforts to achieve the highest standards of safety and health, Bitu-mill maintains **a zero blood alcohol level and drug-free workplace policy**. All employees are encouraged and expected to have a zero blood alcohol content and be free from the influence of other drugs whilst at work.

Bitu-mill considers that in all its sites the nature of the work involved or legislative compliance considerations are such that it is appropriate to take additional steps to mitigate the risks of drugs and alcohol in the workplace. Bitu-mill will dedicate resources to the identification and monitoring of alcohol and/or drug misuse that can affect their employees' safety and performance in the workplace. The company will therefore provide independent workplace drug testing to assist in the conduct of a continuing program of education and drug testing in order to ensure compliance with the Bitu-mill Drug and Alcohol Free Workplace Policy.

Bitu-mill's commitment in relation to this policy will incorporate the following broad activities:

- Ongoing employee consultation
- Ongoing training and education
- Counselling, assistance and rehabilitation
- Pre-employment drug screening
- Random drug & alcohol testing
- Post-incident drug & alcohol testing
- For-cause drug & alcohol testing

This Drug and Alcohol Policy will be reviewed every two years or sooner to reflect changes in the organisation and relevant Occupational Health and Safety Legislation.

Signed: Date: …22/3/2016……

Stephen Hill
General Manager