

	<b>ONE2ONE POLICY</b>		
	<b>Title</b>	Alcohol and other Drugs	<b>Policy No</b>
<b>Indicator</b>	CM2 – Governance and Operational Management	<b>Review Date</b>	8/11/23

## 1. PURPOSE AND SCOPE

The purpose of this Policy is to outline the standards and expectations One2One has of all Employees whilst engaged to provide active duty at any workplace. This Policy specifically addresses One2One’s standards in relation to consuming & being under the influence of alcohol and/or other drugs in the workplace and is to be considered in line with One2One’s Code of Conduct Policy.

This Policy applies to all One2One Employee’s, Shared Management Employee’s, Host Volunteers and on-site Contractors.

This Policy has been framed around the NDIS Practice Standards and relevant Acts of Legislation listed in “*Clause 6 – Related legislation*” of this document.

## 2. DEFINITIONS

**Alcohol** – The active intoxicating ingredient of alcoholic drinks such as beer, wine and spirits. Alcohol is produced by the fermentation of sugars in grain, fruits and vegetables.

**Prescription Drugs** – A prescription medication is a medicine that can only be made available to a patient on written instruction of an authorised health professional and approved by the Australian Government’s Therapeutic Goods Administration.

**Non-Prescription Drugs** – A non-prescription medication is a medicine that is available at pharmacists without needing authorisation from a health professional and is approved by the Australian Government’s Therapeutic Goods Administration.

**Illicit Drugs** – Drugs that are prohibited from manufacture, sale, possession and consumption in Australia. As outlined in the Criminal Code Act 1913, it is a Criminal Act to participate in any of these activities.

## 3. POLICY CONTENT

### Alcohol

One2One operates on a Zero Alcohol Policy.

If an Employee is rostered to perform work and they are under the influence of, alcohol they must refrain from working and contact their One2One Supervisor immediately to inform them and cooperate in providing all information requested.

The sale or supply of alcohol to One2One Consumers is strictly forbidden.

One2One Employees may support a Consumer to purchase alcohol from licensed venues if the Consumer is over 18.

## **Other drugs**

One2One operates on a Zero Illicit Drug Policy.

If an Employee is rostered to perform work and they are under the influence of illicit drugs they must refrain from working and contact their One2One Supervisor immediately to inform them and cooperate in providing all information requested.

The sale or supply of illicit drugs to One2One Consumers is strictly forbidden.

One2One Employees will NOT support Consumers to seek out, purchase or consume illicit drugs.

One2One understands that Prescription and Non-Prescription Drugs used to treat illness may have side effects that can alter an employee's work performance. Employees who take Prescription or Non-Prescription Drugs must inform their One2One Supervisor as soon as practical and disclose all known side effects of the drugs.

## **4. POLICY BREACHES**

If the Employee breaches any part of this policy, the Employee will be subject to performance management steps, this may include immediate termination of employment with One2One.

Any breaches to Acts of legislation in relation to this policy shall be reported to the Western Australian Police Force.

## **5. RELATED LEGISLATION**

Western Australia Criminal Code Act 1913

## **6. POLICY REVIEW**

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One