



DRUGS AND ALCOHOL POLICY

Signature Custom Homes are committed to providing a safe working environment and has adopted a drug and alcohol policy "the policy" which is to minimise the risks and hazards that can arise from irresponsible use of drugs and alcohol in the workplace.

Whilst Signature Custom Homes employees, contractors or sub contractors that have been engaged on behalf of Signature Custom Homes have a responsibility to comply with the law, they also have a duty of care for their own safety and that of fellow workmates. Signature Custom Homes recognises that employees, contractors or sub contractors engaged on behalf of Signature Custom Homes will fail in this duty of care if they attend work under the influence of drugs and alcohol.

No employee or sub contractor is permitted to:

- Bring onto site any alcohol or illicit drugs
- Consume alcohol or illicit drugs while on site
- Sell or distribute alcohol or illicit drugs while on site

If an employee, contractor or sub contractor attends work under the influence of alcohol or illicit drugs then a representative of Signature Custom Homes will provide or arrange for transportation home for the employee, contractor or sub contractor.

With the consultation of employees drug testing may be required from time to time on a random basis if there is a reoccurring problem in the workplace.

The consumption of illicit drugs or alcohol on a site is strictly prohibited.

An employee, contractor or sub contractor who fails to adhere to this policy will be subject to disciplinary action, dismissal, removal from site or cancellation of contract.

Disciplinary action may include:

- Removal from the workplace
- Counselling
- Suspension, pending the outcome of an investigation into the incident; or
- Instant dismissal or termination of contract for misconduct provided Signature Custom Homes management have adequate proof.