Drug and Alcohol Policy

Objective
Holcim (New Zealand) Ltd (HNZL) aims to provide a safe and healthy workplace free from the harmful effects of drugs and alcohol by adopting a zero tolerance policy to people working under the influence of alcohol or drugs.

Scope
This policy applies to all employees and contractors on HNZL sites. Employees must also comply with this policy when attending HNZL work functions or events.

Definitions
Drugs are defined as any substance that has the potential to impair work performance including:

- Illegal drugs including (but not limited to) cannabis, opiates, cocaine, amphetamines type substances (e.g. P, speed, ecstasy, benzylpiperazine), LSD and Synthetic THC.
- Prescription or “over the counter” medicines that have the potential to impair work performance whether on their own or in combination with another substance e.g. benzodiazepine, other tranquillisers and sedatives.
- Other restricted or legal substances that may impair work performance including (but not limited to) party drug or herbal highs.
- Other “mind altering” substances can be added to the testing suite as they become available and are misused.

Alcohol is defined as any substance or beverage that contains ethyl alcohol including (but not limited to) beer, wine and spirits.

“Working under the influence of drugs or alcohol” is defined as any situation where a person’s performance or behaviour in the workplace is or may be impaired by the consumption of drugs or alcohol. The cut off concentration for drug test results are as per the Australian and NZ Standard AS/NZS 4308:2008 and for alcohol test results a breath alcohol level higher than the legal drink drive limits for drivers defined by the Land Transport Act 1998 and its amendments.

Safety sensitive roles are defined as any role that works at or may from time to time work at or visit an HNZL operational site (e.g. depot, ship, quarry or plant). All HNZL operational sites are considered safety sensitive areas.

1 This may also extend to conduct after the function or event.
Policy Principles

HNZL will promote a culture of personal and collective responsibility for eliminating the risk of harm from drugs and alcohol at and outside work.

1. Training and Education

Managers and supervisors will receive training every two years to ensure they understand this policy and their responsibilities under it. This training includes the recognition, management and referral of drug and alcohol related matters.

Employees will receive training every two years to ensure they understand this policy, their responsibilities under it and they have an awareness of the harmful effects of drug and alcohol use.

2. Self-Referral to Counselling and Rehabilitation

Employees who have a problem with alcohol or drug use are encouraged to seek assistance by self-referral to the HNZL Employee Assistance Programme (EAP) before it has a detrimental impact on their work performance.

EAP can, in addition to initial counselling visits, apply for HNZL funded rehabilitation on behalf of the employee which includes:

- An initial assessment by a substance abuse specialist.
- Up to 6 sessions with a drug and alcohol substance abuse specialist.

Attendance at EAP sessions under the self-referral programme shall be outside work hours or using sick leave entitlements. No employee will be discriminated against for participating in the self-referral programme.

3. Serious Misconduct

Working under the influence of drugs or alcohol is a breach of the HNZL Cardinal Rules and will constitute serious misconduct. Serious misconduct in relation to drugs and alcohol also includes (but is not limited to):

- Refusal to participate in random, just cause or post incident drug or alcohol testing.
- Leaving the scene of an accident without a valid reason before the test has been conducted.
- Tampering with or attempting to adulterate the specimen or collection procedure.
- Returning a confirmed positive drug or alcohol test.
- Possession, use or sale of drugs in the workplace.
- Unauthorised possession, consumption or sale of alcohol in the workplace or during working hours (including meal or rest breaks).
- Driving under the influence of drugs or alcohol at work.
- Any action or behaviour that brings the Company into disrepute.
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation. A maximum of three hours is the limit for providing a urine specimen.
Serious misconduct may result in the termination of employment and the disciplinary process shall be managed in accordance with the HNZL disciplinary procedures and any relevant provisions of the employee’s employment agreement. Any decision to suspend an employee under this policy should only be made following consultation with the employee.

For employees of contractors a breach of this policy shall, in the first instance, result in them being stood down and their employer advised. Any subsequent action shall be determined in accordance with the Holcim Corrective Process Model for Contractors.

4. Drug and Alcohol Testing

HNZL will use drug and alcohol testing to minimise the risks of drug and alcohol related harm in the workplace.

4.1. Pre-employment Testing

Passing a pre-employment drug test is a condition of employment at HNZL and applies to all permanent, casual and fixed term employees. An employee for the purposes of this policy includes temporary employment agency staff. Contractors may be required to complete a pre start drug test at the site manager’s discretion.

4.2. Random Testing

HNZL will conduct workplace drug and alcohol testing for employees and contractors in safety sensitive roles using the procedures in Schedule 1 where those persons have been randomly selected for the purpose.

4.3. Post Incident Testing

Employees and contractors will be required to undergo a post incident drug and/or alcohol test using the procedure in Schedule 1 where their performance could have contributed to the following situations:

- A lost time or medical treatment injury.
- An accident causing serious damage to company plant, property or equipment.
- An accident or incident rated medium or high.

4.4. Just Cause Testing

Employees and contractors will be required to undergo a “just cause” drug and/or alcohol test using the procedure in Schedule 1 where their performance, behaviour or other information, indicates that they may be under the influence of drugs or alcohol. A list of potential just cause indicators is included in Schedule 1.

4.5. Testing Standards and Procedures

The standards and procedures for the collection, transportation and testing of drug and alcohol samples are contained in Schedule 2. HNZL will use a mix of external and internal collectors that have the relevant NZQA qualifications defined in Schedule 2 for the drug testing. Alcohol testing will be conducted by a mix of external and internal persons appropriately trained to conduct breath alcohol testing.

Any person subject to a drug or alcohol test must be fully informed about the testing procedures and required to sign alcohol and drug testing informed consent forms in Schedule 3 prior to the collection of a urine specimen and/or administration of a breath alcohol test.
4.6. Test Results

Where a confirmed positive drug or alcohol test is returned by an employee or contractor it will constitute serious misconduct and will be managed in accordance with section 3 of this policy.

5. Searches

HNZL reserves the right to screen for drugs using drug dogs on company property or facilities. Where drug detection dogs indicate that illegal, restricted or controlled drugs may be present then a search will be completed.

An employee found in possession of drugs may be suspended and disciplinary procedures will be initiated. A contractor will be removed from site and their employer advised. If a drug detection dog indicates the recent possession or use of drugs by an employee or contractor they will be asked to undertake just cause drug testing.

The police will be contacted where an employee or contractor has been found in possession of drugs or where HNZL has reason to believe that property or a vehicle belonging to an employee or contractor may contain illegal drugs.

6. Drug and Alcohol Rehabilitation Programme

Where an employee is subject to a disciplinary process arising from drug or alcohol related issues the company may, as part of the disciplinary process, require participation in a drug and alcohol rehabilitation programme. This shall be managed as a formal referral to EAP using the procedure described in Schedule 4.

EAP will manage the rehabilitation process and HNZL will fund the rehabilitation as follows:

- An initial assessment by a substance abuse specialist.
- Up to six sessions with a drug and alcohol substance abuse specialist.
- Up to six unannounced follow-up tests per year over two years.

The employee will be monitored by comparison testing during rehabilitation to determine whether levels of drug(s) are decreasing at the rate expected and will be required to return a negative test before they return to work. The employee may use annual or sick leave entitlements to cover the absence and/or attendance at sessions. If these are insufficient to cover the absence then the employee shall take unpaid leave or attend sessions outside work hours.

Failure to participate or successfully complete the rehabilitation programme will result in additional disciplinary action being initiated and may result in summary dismissal.

7. Confidentiality and Privacy

All information gathered for the purpose of implementing and achieving the objectives of this policy will be collected and held in accordance with the Privacy Act 1993. Such information includes consent forms completed prior to testing and test result notifications.

The employee or contractor tested, their representative, their manager and/or authorised HNZL representative may be informed of not negative or positive test results.

Any documentation supporting a positive or not negative result will be held on the employees file. In the case of a negative result only the negative result will be recorded. All information

2 Salaried employees may take a maximum of 20 days entitlement under this provision.
held on a file will be treated confidentially as per normal protocols for personal information and may only be accessed by persons with authorised access for a legitimate purpose.

A record of the number of not negative and positive results will be held in a central database for reporting purposes but these will not identify any personal information.

The Human Resources Manager may disclose relevant confidential information relating to an HNZL requested test to the employee’s manager without consultation with the employee. Information regarding drug and alcohol testing held on an employee’s file will not be passed on to future employers without the employees prior consent.

8. Prescription Medicine

Employees or contractors who are taking prescription or “over the counter” medication should request information from their doctor or chemist about any potential adverse effects on job performance due to possible side effects (e.g. dizziness, drowsiness, altered perception, mood swings, loss of co-ordination). They should immediately notify their manager if there is any potential adverse effect so the company can take steps to provide a safe work environment including modification of duties or temporary re-assignment.

The company may seek an appropriate medical opinion on the potential effects and how to best safely manage these in the workplace. All information received from this process will be treated in the strictest confidence to protect the individual’s privacy.

9. Alcohol at Company Functions

HNZL recognises that under certain controlled circumstances staff may consume alcohol at a company event or function. It is the intention of this policy to make it clear that:

- Alcohol will only be permitted and supplied for on-site and off-site Company functions and events at the discretion of the site manager.
- The site manager is responsible for the appropriate management and control of alcohol consumption for Company functions or events.
- Employees who choose to consume alcohol at a company function or event must do so responsibly and must not return to their workplace after consuming alcohol.
- Guidelines (Schedule 6) are available to assist managers and employees comply with this policy.

HNZL staff required to attend work functions in a social context, e.g. customer dinner, are allowed to consume alcohol in moderation as long as they do not commence or return to their workplace following the event. Consumption of alcohol is at the discretion and responsibility of the employee.

Responsibilities

Managers are responsible for:

- The day to day health, safety and welfare of all individuals under their direct control by ensuring that every person is fit for work and not under the influence of drugs or alcohol in the workplace.
- Acting promptly when notified of any concerns relating to someone being under the influence of drugs or alcohol in the workplace.
• Ensuring that the policy and procedures for managing drug or alcohol testing are followed.
• Ensuring adequate resources are allocated for education, training, counselling and other policy requirements.

**Employees are responsible for:**
• Ensuring that they are fit for work and not under the influence of drugs or alcohol in the workplace.
• Notifying their Manager of any concerns they may have regarding anyone in the workplace whose performance they believe may be impaired by drugs or alcohol.

**Corporate Health and Safety is responsible for:**
• Monitoring the application and operation of this policy and recommending any variations to the Health and Safety Council.
• Providing advice on the application and operation of this policy.
• Sourcing appropriate drug and alcohol training programmes to support this policy.

**Review**

This policy will be reviewed at least once every three years, or as required to meet statutory requirements or business changes.

The next scheduled review by the Group Health and Safety Advisor and General Manager Human Resources is April 2015.

*Authorised by*

Managing Director
SCHEDULE 1 – RANDOM, POST INCIDENT AND JUST CAUSE DRUG TESTING PROCEDURES

1. Random Drug Testing Procedure
   a. Drug testing in the workplace will be undertaken on staff and contractors that are randomly selected by an external agency. All staff and contractors will have their names submitted to the external agency who will independently conduct the selection process.
   b. The frequency and timing of such testing will be controlled by the external agency. Employees in safety sensitive roles based at non-operational sites may be subject to random testing either at their principle work location or an operational site if present when random testing is being conducted.
   c. The site manager will arrange for the selected employee or contractor to be escorted to the designated collector. They shall remain accompanied until the collector is ready to complete the test.
   d. The employee or contractor shall be required to provide independent verification of identity (i.e. drivers licence) for documenting on the chain-of-custody form.
   e. Written consent will be obtained from the employee or contractor using the required forms (Schedule 3).
   f. If the alcohol test and the urine “on-site” screening tests are negative the employee or contractor can return to work.
   g. If the urine specimen returns a “not negative” screening result or its integrity is suspect, an employee may be suspended on full pay or a contractor removed from site until the confirmed test results are available from the accredited confirmatory laboratory.
   h. If the confirmed alcohol test and/or the confirmed urine drug test are positive or the specimen integrity failure is confirmed, an employee may be suspended and disciplinary procedures initiated. A contractor will be removed from site and their employer advised.
   i. The employee can request that the reserve urine specimen (held at the laboratory) also gets tested. This request should be made with seven days of receiving the initial test result.

2. Post Incident and Just Cause Testing Procedure
   a. Assess if there is just cause (refer to indicators below) or if an incident is sufficiently serious to test for drugs or alcohol. Post incident testing should be conducted for all persons involved directly in the incident.
   b. Assess if it is practical to require a test immediately. If it is not practical due to the employee’s injuries and/or other corrective actions are required to prevent further harm or damage then:

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3 A manager or accompanying person personally verifying the employee’s ID is not considered unequivocal independent certification.
i. Attend to the other corrective actions.

ii. Ensure that a HNZL representative accompanies the employee to the hospital/doctor so that the required drug or alcohol tests can be carried out as soon as practicable.

iii. If the injuries preclude immediate tests, ensure the tests are carried out at the first practical opportunity.

c. If it is practical to test immediately advise the employee or contractor they are required to undergo a test and they may consult their representative but testing cannot be delayed.

d. Arrange for the employee to be accompanied at all times until the testing has been completed.

e. Obtain written consent from the employee or contractor using the required forms (Schedule 3).

f. Escort the employee or contractor to the designated collector, “on-site” screener or trained breath testing provider as soon as possible\(^4\).

g. The accompanying person should ensure that the employee has independent verification of identity\(^5\) (i.e. drivers licence) available for documenting on the chain-of-custody form.

h. If the alcohol test and the urine “on-site” screening tests are negative, no further action is required unless it is determined that further testing is required.

i. If the urine specimen returns a “not negative” screening result or its integrity is suspect, an employee may be suspended on full pay or a contractor removed from site until the confirmed test results are available from the accredited confirmatory laboratory.

j. If the confirmed alcohol test and/or the confirmed urine drug test are positive or the specimen integrity failure is confirmed, an employee may be suspended and disciplinary procedures initiated. A contractor should be removed from site and their employer advised.

k. The employee can request that the reserve urine specimen (held at the laboratory) also gets tested. This request should be made with seven days of receiving the initial test result.

3. Just Cause Indicators

When assessing for just cause, there will usually be more than one indicator present. Indicators include but are not limited to the following:

- Excessive lateness
- Absences often on Monday, Friday, or in conjunction with holidays
- Increased health problems or complaints about health
- Emotional signs – outbursts – anger, aggression
- Changes in personality

\(^4\) If possible, the alcohol test should be conducted within 1 hour and the urine specimen collected for the drug test within 2 hours

\(^5\) The accompanying person personally verifying the employee’s ID is not considered unequivocal independent certification.
- Changes in alertness – difficulty with attention span
- Changes in appearance – clothing, hair, personal hygiene
- Less energy
- Involvement in accidents
- Feigning sickness or emergencies to get out of work early
- Going to the bathroom more than normal
- Defensive when confronted about behaviour
- Dizziness
- Slurred speech
- Hangovers
- Violent behaviour
- Impaired motor skills
- Bloodshot eyes
- Impaired or reduced short term memory
- Reduced ability to perform tasks requiring concentration and coordination
- Intense anxiety or panic attacks
- Impairments in learning and memory, perception and judgement
- Irritability
- Depression
- Indicators identified and provided by a third party
SCHEDULE 2 – COLLECTION AND TESTING STANDARDS AND PROCEDURES

1. Collection and Testing Standards for Drugs

The methods and standards relating to the collection, transportation, testing procedures and chain of custody of specimens for drug testing purposes will meet the requirements of international standards and will satisfy court examination. The standard which must be complied with is the Australian/New Zealand Standard, AS/NZS 4308:2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine” (or any updated versions).

Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct “on-site” drug screens (US 25511). The screen is conducted using an AS/NZS 4308:2008 verified “on-site” screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.

2. Collection and Testing Procedures for Drugs

a. An informed consent form (Schedule 3) will be signed by the donor.

b. The donor will report (pre-employment) or be accompanied (post incident, just cause or follow-up) to the NZQA qualified collector.

c. The donor will be required to provide proof of identity before the collection can proceed. Whilst photo ID is preferable, an alternative form of proof is acceptable.

d. The donor will be able to observe the entire specimen collection, “on site” screening test and chain-of-custody procedure, including the splitting of the specimen (if it requires confirmation) into two or three bottles.

e. A chain- of-custody form will be partially completed initially; with final signatures being applied after the specimen has been collected and processed. This form contains as a minimum:

   • Verification of the donor’s identity (e.g. driver’s licence, company ID)
   • Two identifiers unique to the donor (e.g. full name and date of birth)
   • Date and time of collection
   • HNZL details
   • Name and signature of the collector
   • Results of specimen integrity tests carried out at the point of collection
   • Declaration by the collector that the specimen has been collected and (if applicable) screened in their presence “on site” in compliance with AS/NZS 4308:2008
   • Confirmation by the donor that the specimen was their own and was correctly taken

f. A urine specimen will be provided in private.

g. The donor also may note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.

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6 A manager verifying the donor’s identity is not considered unequivocal verification
7 Observed collections would only be considered if the individual has previously been suspected of compromising specimen integrity
h. Further tests for specimen integrity (e.g. dilution, masking agent) will be conducted in the presence of the donor.

i. The donor will be asked to voluntarily provide information on drugs/medication they have used recently. This information is only for the laboratory and will not be made available to HNZL unless the laboratory is able to match their test findings to the declared medication.

j. The donor will be asked to read, sign and date the chain-of-custody statement certifying the specimen is theirs and has not been changed or altered at the time of the collection.\(^8\)

k. The specimen will be analysed using either option (i) or (ii) below:

i. Screened at the collection site using a verified “on-site” immunoassay device and process which complies with AS/NZS 4308: 2008.
   - If this option is taken, a negative report can be issued provided all drug classes tested for give negative results and the integrity of the specimen is not in question.
   - All specimens screening “not negative” or considered to have suspect integrity will be sent to the accredited laboratory for confirmatory testing. If the validity is suspect another specimen must also be collected and both specimens forwarded to the laboratory. The confirmatory process is described below.
   - If the specimen is being sent to the laboratory, it is split into multiple samples (two or three), one of which will be set aside on receipt by the laboratory as the donor’s reserve sample.
   - HNZL will receive an “interim report” which only advises that the specimen requires further testing by the laboratory. There will be no indication from the collector, at this stage, as to the reason for further testing.

ii. Dispatched to the laboratory for both the screen and confirmation tests.
   - The laboratory uses a two-phased process. In the first phase, the specimen is screened using either an immunoassay technique or mass spectrometry for the presence of drugs at or above the screening cut-off levels.
   - If a “not-negative” result is obtained, a second, more specific confirmatory test is conducted. This test, either gas chromatography mass spectrometry (GCMS) or liquid chromatography mass spectrometry mass spectrometry (LCMSMS) is considered by scientific and medical experts to be the most reliable procedure available.
   - Diluents, masking agents and substances affecting the specimen integrity are also tested for.
   - The laboratory will report all the drug classes tested for. Those either not detected or below the cut-off concentration will be reported as “negative.” Individual drugs and/or metabolites confirmed by GCMS or LCMSMS at

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\(^8\) This step is not carried out until the “on site” screening test has been completed and (if required) the specimen has been processed for dispatching to the laboratory
level(s) equal to or above the confirmation cut-off level\(^9\) will be reported as “positive.” The report will not include the actual concentration(s).

- The laboratory will also report if abnormal dilution or any integrity measurement may have affected the test result.

l. If a donor disagrees with an initial positive test result then they have the option of having the reserve split sample tested at ESR or another accredited laboratory. This request should be made within seven days of receiving the initial result and this analysis looks for the presence of any amount of the drug (i.e. it is not restricted to cut-off levels). An employee may continue to be suspended from work during the period of retesting.

m. If the second test result proves positive this will be accepted as a conclusive result and costs associated with this test will be borne by the donor. If the second test result proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by HNZL.

3. Collection and Testing Standards for Alcohol

A breath test for alcohol will be conducted by suitably trained and authorized personnel (e.g. Site Manager, Supervisor, Occupational Health Nurse or Doctor) or an authorized collector from an independent testing agency. The device used must comply with the Australian Standard, AS 3547-1997/Amendment 1—2000 (type 2) “Breath Alcohol Testing Devices for Personal Use.”

4. Collection and Testing Procedures for Alcohol

All aspects of the alcohol testing procedure will be carried out in a confidential and private manner.

a. The test for alcohol will be carried out by using a breath alcohol testing device, which complies with the AS 3547:1997/Amendment 1--2000 (type2), for the measurement of alcohol. The person conducting the test will have been trained in the procedures and use of the testing device. The donor will be closely observed for 10 minutes prior to the test to ensure they have not taken any fluid, food or other substances into the mouth.

b. A consent form for breath alcohol testing (Schedule 3) will be signed.

c. The first test will require the donor to blow into the device with a disposable mouthpiece.

d. For the test to be positive there must be a level of alcohol in the employee’s system higher than the legal drink drive limits for drivers defined by the Land Transport Act 1998 and its amendments.

e. If the result is negative no further test follows.

f. If the result is positive, a confirmatory test on the same device (using a new mouthpiece) will be conducted after a 15-20 minute period.

g. The time and result will be recorded.

h. The donor, manager (or delegate) and person conducting the test will sign to acknowledge the result and time.

\(^9\) The confirmatory test cut-off concentrations (as total drug) are as defined in AS/NZS 4308. These drugs may be optionally tested within each class and the specified cut-off levels shall apply.
5. **Chain of Custody for Collection and Testing**
   
a. The collector and laboratory will report all relevant results to the HR Manager or HR Administrator.

b. The HR Manager places results in employee’s personal file.

c. Negative Test: HR Manager informs Manager. Manager advises the employee of the results. Test result is kept on file.

d. Positive Test: HR Manager informs Manager of result. Manager advises the employee of the results and the next steps in the process.
SCHEDULE 3 – INFORMED CONSENT FORMS

Consent Form for Drug Testing

I consent to undergo a urine drug test, to be undertaken by a NZQA qualified collector and urine drug screener and an accredited laboratory appointed by Holcim (New Zealand) Limited (HNZL). I acknowledge this test is for the purpose of determining whether I have a level(s) of a drug(s) (as defined by the HNZL Drug and Alcohol Policy) higher than:

- The accepted international standard as defined by the Australian/ New Zealand Standard AS/NZS 4308:2008, or
- The level determined by the laboratory

I understand that a urine specimen will be collected and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including party pills containing benzylpiperazine), cocaine, benzodiazepines, and others if applicable. I understand that other illicit drugs (e.g. LSD, synthetic THC), restricted and legal party substances, misused prescription drugs and other mind altering substances can also be tested for.

I undertake to advise the qualified collector of any medication that I am taking. I also agree to provide the collector with verification of my identity (either photo ID or an alternative proof) and two unique identifiers (e.g. full name and date of birth).

I consent to the confidential communication of the drug test(s) results to HNZL and understand they will subsequently be held on my confidential file by HNZL.

I understand that I may request a second test be conducted on the reserve specimen which was split from the original urine and is stored at the laboratory. This request must be made within seven days of receiving the result. For the second test to be positive there need only be the presence of drug or metabolite detected (i.e. not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result and costs associated with this test will be borne by HNZL.

Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form or the return of a positive result means that:

- Pre-employment: the job offered/ applied for will not be confirmed or offered to me
- Current employee/ contractor: the company disciplinary procedure will follow which may include dismissal.

I have read and understood the terms of this consent form.

Signature of Donor: ________________________________
Donor’s Name: ________________________________ Date: ______________

Signature of Witness: ________________________________
Witness’s Name: ________________________________ Date: ______________
Consent Form for Breath Alcohol Testing

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a level of alcohol in my breath higher than the legal drink drive limits for drivers defined by the Land Transport Act 1998 and its amendments.

Results of the breath alcohol test will only be used for the purposes for which it was obtained, as set out in HNZL (New Zealand) Limited (HNZL) Drug and Alcohol Policy.

- I understand that a positive test result is likely to lead to disciplinary action which may include dismissal.
- I understand that a refusal to sign this form and undergo a breath alcohol test will be regarded as a serious offence and is likely to result in disciplinary action which may include dismissal.
- I hereby authorise the collection and testing of a breath sample for alcohol, and the release of the test results to the authorised representative of HNZL.
- I understand the results will be held on my confidential file by HNZL.
- I have read and understood the terms of this consent form.

Signature of Employee / Donor: __________________________________________
Employee / Donor's Name: __________________________________________
Date: __________________________________________
Signature of Witness: __________________________________________
Witness's Name: __________________________________________
Date: __________________________________________
Time and date test administered: __________________________________________
Signature of Tester: __________________________________________
Tester’s Name: __________________________________________
Reading Result – negative / positive (circle the one that applies)
1. Rehabilitation Procedure

   a. An employee required to enter a drug and alcohol rehabilitation programme must sign a contract (Schedule 5) agreeing to the terms and conditions of the programme and the follow up testing requirements.

   b. The manager will arrange an initial appointment for the employee with the substance abuse specialist through EAP. Where possible this will be within 48 hours of the contract being signed.

   c. The substance abuse specialist will arrange for treatment or further specialist advice as considered necessary.

   d. All communications between the substance abuse specialist and employee will be confidential subject to the terms of the rehabilitation contract.

   e. A decision about whether the employee can remain at work during the rehabilitation period shall be made in accordance with the return to work decision criteria below.

   f. Where the employee is not able to return to work the manager shall organise leave in accordance with the policy requirements.

   g. Rehabilitation will commence and the substance abuse specialist will provide the manager with information on the attendance of the employee.

   h. Additional comparison drug and/or alcohol testing will be required during the treatment programme to monitor the employee’s pattern of use since the initial base line test.

   i. After the agreed number of sessions the substance abuse specialist will report to the manager on the outcome and the value of further treatment. The employee is required to fund any sessions required beyond those funded by this policy.

   j. Where the employee has been absent from work and the agreed number of sessions have been completed a return to work decision will be made based on the return to decision criteria below.

   k. In the event the employee is unable to provide a test below the cut off level then the disciplinary process will recommence and may result in summary dismissal.

   l. After the treatment programme and return to work the employee will be subject to up to six unannounced follow-up drugs and/or alcohol tests per year over the next two years. A positive test is one where any amount of a drug is detected and is not restricted to the cut-off levels.

   m. Where there is a positive test after the treatment period the employee may be suspended and disciplinary procedures will be initiated.

2. Return to Work Decision Criteria

   HNZL will make any return to work decision based upon:

   a. The nature of the employees work:
      - If the employee’s normal job is defined as safety sensitive, temporary alternative employment, if feasible, may be found which does not place the individual or other people at risk.
      - If no such alternative or suitable employment exists, the employee is not to return to any form of work until they have returned a negative drug and/or alcohol test and
is deemed medically fit to return to work after an assessment from the rehabilitation service provider.

b. A comprehensive drug and/or alcohol assessment report from the rehabilitation service provider.

c. A drug and/or alcohol test result below the cut off level\textsuperscript{10}.

\textsuperscript{10} Where the substance abuse specialist recommends the employee abstain from drugs and/or alcohol as part of their treatment programme then a ‘zero’ result will be required for ‘return to work’ rather than a result below the cut off level.
SCHEDULE 5 – DRUG AND ALCOHOL REHABILITATION CONTRACT

Between: Holcim (New Zealand) Limited ("HNZL")

and

_________________________________________
(Employee Name)

I acknowledge that I have agreed to enter and fully participate in a drug and alcohol rehabilitation programme on the terms set out in this contract. I agree that my continued employment with HNZL is subject to the following:

• I am committed to full participation in the programme with the service provider(s) specified by HNZL.
• I authorise the service provider to release the following information to HNZL:
  • Whether I have kept appointments.
  • Whether the service provider has recommended a course of treatment.
  • Whether it is safe for me to remain in the workplace during treatment.
  • Whether I am following the course of treatment.
  • Whether I have completed the required treatment.
  • Whether a return to work is appropriate, within what timeframe and on what basis.
• I authorise HNZL to permit the service provider to discuss results of drug and/or alcohol tests, undertaken during rehabilitation, with the accredited laboratory and medical advisor (if available).
• I agree to take this course outside work hours or use leave entitlements if required to participate during work hours.
• I agree to take six subsequent drug/alcohol tests per year in the two years following treatment and agree that the results are to be released to my employer.
• I accept that disciplinary action including the summary dismissal may take place if:
  • I do not attend or complete the required course; or
  • If on any future occasion, including the subsequent tests above, I return a positive drug/alcohol test; or
  • I refuse to take any of the subsequent tests.

I accept the terms of this contract, which I acknowledge is in addition to the terms of my current employment agreement and I agree to be bound by both.

Employee Signature: _________________________________________________

Manager Signature: _________________________________________________

Witness Signature: _________________________________________________

Date: _______________________________________________________________
GUIDELINES FOR ALCOHOL AT COMPANY FUNCTIONS

Guidelines for Managers

Managers are responsible for managing and controlling the provision and consumption of alcohol on their site and the consumption of alcohol by staff at work related events or functions.

It is recommended that managers follow the guidelines below:

- Where alcohol is provided at a company function a company representative with responsibility for supervising the function must be present at all times. In the event that person leaves they must delegate responsibility to another appropriate person.
- Where alcohol is provided at a function on site then this must be in a designated area with clear time limits during which alcohol will be served. Consideration must be given to other employees that are still working.
- Food, low alcohol beer and non-alcoholic drinks must be provided.
- Alcohol supplied must be limited to beer and/or wine. Spirits must not be provided.
- Alcohol must not be supplied to minors.
- Consideration must be given to providing safe transportation arrangements.
- Inappropriate behaviour is not acceptable and must be managed in the same way as if it occurred in the ordinary work place.
- Regular social club or after work drinks held on site are a privilege and not a right.
- Managers must set an appropriate example in relation to the consumption of alcohol at company functions.

Guidelines for Employees

All employees must take personal responsibility for their own behaviour and actions when consuming alcohol at Company functions and events. This includes:

- Not compromising their personal health and safety or that of others.
- Maintaining the same standard of behaviour required during the normal course of work. Drinking alcohol to excess will not be an excuse for failing to meet this standard.
- Not returning to their workplace after having consumed alcohol at a company function.