

# Drug and Alcohol Policy

## Introduction

Everyone at Epcotec must be fit for the work they do. That single idea carries this policy, and it reaches every kind of workplace we have: home offices, office hubs, client sites and the applied R&D lab. Alcohol, recreational drugs and some medications can each degrade the judgement, attention and reaction that our work, and our clients' trust, depend on.

This policy is not about policing private life. It sets the standard for working hours and safety-critical work, and it treats dependence as a health matter first.

## Scope

This policy covers all Epcotec people, meaning employees, independent contractors and labour-hire contractors alike, whenever and wherever they are working: remotely, in an office hub, at a client site or in the applied R&D lab, and at any event where they represent Epcotec.

## Definitions

- **Prohibited drugs** means recreational, illicit or illegal drugs, any medication or substance used without a prescription or contrary to a healthcare provider's advice, and any substance taken to alter mental or physical state without medical supervision.
- **Non-prohibited drugs** means prescription or over-the-counter medications and supplements taken in accordance with the directions of a medical practitioner, pharmacist or other healthcare provider.

## Fitness for work

A person must not work while impaired by alcohol, by prohibited drugs, or by the side effects of a non-prohibited drug, where that impairment could affect judgement, attention, reaction, safety or the quality of the work produced. The standard is identical at home and on site: working remotely does not lower it.

## Non-prohibited drugs

If you take a non-prohibited drug, check before starting work whether any known side effect could impair you, or restrict your judgement, attention, reaction or mobility. If it does, do not work. Either take personal or sick leave, or talk to your manager about what duties you can safely perform and what adjustments or support would help.

Where your role involves a safety-critical activity (see below), you must disclose any medication that could affect your fitness for that activity. Your manager may then ask for:

- a statement from your healthcare provider about your fitness for work while taking the medication; or
- where reasonable, an independent medical assessment of your fitness to perform the role safely.

If you stop taking a medication, treat discontinuation effects with the same care until they have passed.

## Prohibited conduct

Epcotec prohibits:

- the use or possession of prohibited drugs while working, at any Epcotec workplace, and at work-related events and sites;
- offering to distribute or sell drugs in connection with work; and
- working while under the influence of prohibited drugs.

We may take any action we consider necessary in response, including notifying law enforcement.

## Alcohol

Do not work while impaired by alcohol. This includes returning to work after a client lunch, a supplier or networking event, or any other occasion where alcohol was served. If in doubt, do not resume work.

From time to time the Founder or a team lead may permit modest, responsible alcohol at a work event outside working hours or at the end of the working day. Any such occasion follows these principles:

- the purpose is social interaction, not intoxication;
- non-alcoholic options are always available;
- a manager or team lead is present, and service and consumption stay modest;
- people consider their journey home before drinking, with regard to legal driving limits and transport options;
- food is served where alcohol is available for more than an hour; and
- any continuation of the gathering at another venue is private, and not an Epcotec activity.

## Safety-critical activities

A stricter standard applies to:

- applied R&D laboratory work involving lasers, optics, plasma or discharge physics;
- any on-site work, including telecommunications and network visits to client premises;
- driving for work, covered by the [Motor Vehicle \(Vehicle Use for Work\) Policy](#); and
- any other activity Epcotec designates as safety-critical.

Before starting a safety-critical activity you must be free of impairment from alcohol, prohibited drugs and any medication that could bear on safety. If you are not, tell your manager so alternative arrangements can be made.

## Driving and licences

If you drive for work and your licence is suspended or cancelled for an alcohol- or drug-related driving offence, tell your manager immediately so alternative arrangements can be made.

## Smoking and vaping

Epcotec workplaces are smoke-free. Smoking, e-cigarettes and vaporisers are not permitted in or around our offices, at client sites except in an area the client designates, or in any vehicle used for work. Smoking is not a reason for additional breaks; where a client designates an area, use it and do so on your own time.

## Testing for alcohol and other drugs

Some clients contractually require our people to take alcohol and drug tests before or during work on their project, or as a condition of entry to their site. Where that applies, you must take part in the client's testing;

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refusal may end your role on that project.

For safety-critical activities, Epcotec may direct a person to undergo alcohol and drug testing. A positive result without lawful justification, or a refusal to test, may lead to performance management or disciplinary action, up to and including termination of engagement.

## **Support**

Care is one of our values, and it applies here without qualification: dependence is a health matter, and asking for help early is treated with care and confidentiality. Support is available through our Employee Assistance Program to anyone dealing with alcohol or drug dependence that affects their work, health or wellbeing.

## **Breach of policy**

A breach of this policy may lead to disciplinary action, up to and including termination of employment or engagement.

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Approved: Eugene Pivnev, Founder & Managing Director, Epcotec

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