

DRUG AND ALCOHOL STANDARD

Coca-Cola
EUROPACIFIC
PARTNERS

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1 Purpose

Coca Cola Europacific Partners (CCEP) expects that all Workers will carry out all responsibilities of their role, upholding the highest standards of workplace health, safety and wellbeing at all times.

In some cases, a Worker's capacity to meet these responsibilities may be compromised as a result of:

- a. the consumption of alcohol; and/or
- b. the use of drugs (illicit, non-prescription and prescription).

This Standard outlines the principles and procedure that CCEP will use in relation to the testing of Workers for the presence of alcohol and other drugs above the prescribed levels described in this Standard and to determine fitness for work. The Standard includes measures intended to deter/correct behaviour that might compromise the health, safety and wellbeing of other workers, the general public and other stakeholders.

This Standard must be read in conjunction with the CCEP Drug & Alcohol Policy (D&A Policy) and the CCEP Disciplinary Policy.

2 Scope

This Standard applies at all CCEP workplaces and other workplaces or situations where Workers may be working or representing the company. This Standard is not restricted to the workplace or work hours. The obligations contained in this Standard, regardless of location, extend to all functions, activities, and places that are work-related.

3 Definitions

Term	Definition
Alcohol	Ethyl Alcohol, Ethanol - any alcoholic drinks either made by CCEP or otherwise
Breath Alcohol Concentration (BrAC)	Defined as Breath alcohol concentration. It is measured as amount of alcohol in grams per 210 litres of expired breath. This is numerically equivalent to blood alcohol concentrations (BAC) measured as g/100mL blood or %.
Blood Alcohol Concentration (BAC)	The concentration of alcohol in the blood, expressed as the weight of alcohol in a fixed volume of blood and used as a measure of the degree of intoxication in an individual
Breath Alcohol Testing Devices	An AS 3547 compliant device which measures the alcohol content of an appropriate amount of expired air
Authorised Officer	A suitably trained, qualified and authorised person from an Independent NATA accredited agency or a suitably trained, qualified and authorised person appointed by the company for the purposes of undertaking or arranging a Drug and Alcohol (D&A) Test.
Confidentiality	A process that ensures sensitive medical and other personal information is maintained in accordance with relevant privacy legislation
Confirmatory Test	An analytical procedure or test which is undertaken subsequent to an Initial Test to identify and quantify unequivocally a specific drug, metabolite or alcohol level.
Confirmed Negative	A result below the Target Concentration following confirmatory testing
Confirmed Positive	A result at or above the Target Concentration following confirmatory testing
Drug	A substance that has a physiological effect on the body either itself or through its metabolite(s). The term 'drug' refers to the drug and/or its metabolite(s).
EAP	Employee Assistance Program

Term	Definition
Fit for Work	Describes the physical and mental condition of a worker, whereby they could be reasonably expected to carry out the tasks and activities assigned to them, without incurring unacceptable health, safety and wellbeing risks to themselves or other workers
Initial Testing	A valid method used to exclude the presence of drugs or alcohol above the prescribed levels described in this Standard
Invalid Result	An abnormal reading where concentrations cannot be determined
Laboratory	A laboratory that has been accredited by a recognised accreditation body to carry out chemical analyses in conformity with AS/NZS 4760:2019 (currently in transition from AS 4760:2006) – Procedures for specimen collection and the detection and quantification of drugs in oral fluid; and AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantification of drugs of abuse in urine.
Laboratory Specimen	A specimen prepared for sending to a laboratory intended for inspection and confirmatory testing
Metabolite	A substance formed in the human body by a biochemical reaction. For the purposes of this Standard its meaning shall be restricted to metabolites formed from drugs and as such the confirmed presence of a metabolite acts as a marker of drug use.
Negative Result	A result below the nominated Target (“Cut-off”) Concentration used for initial testing
Non-negative Result	A result from initial testing that requires a confirmatory test (see Unconfirmed result)
Non-prescribed drug	Any drug legally obtained but not prescribed by a medical practitioner including but not limited to “over the counter” medications
On-site	A place at which the specimen collection occurs and where initial testing procedures may be conducted
Prescribed Drug	Any substance prescribed by a medical practitioner that has restrictions or specific instructions associated with its use
Prohibited Level of Alcohol	At a minimum the limit legally permissible for the duty required to be performed but not equalling or exceeding a BrAC of 0.050g/210L
Referee Specimen	A second container of the collected specimen or additional specimen collected contemporaneously which is sealed at the point of collection and subsequently transported and securely stored at the confirmatory testing laboratory for analysis in the event of a disputed analysis/result
Target (‘Cut-off’) Concentration	A concentration expressed in units such as ng/ml that is sufficient to detect drug use by the worker. For the purpose of this Standard the term shall be applied to the levels of drugs/metabolites as set out in AS 4760:2006 transitioning to AS/NZS 4760:2019 (Procedure for specimen collection and the detection and quantification of drugs in oral fluid) and AS/NZS4308:2008 (Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine) and any subsequent or substituting standards
Unconfirmed result	A result that requires confirmatory testing of the specimen to unequivocally determine the presence or absence of a drug
Workers (Under Harmonised WHS Legislation)	Includes employees, contractors, sub-contractors, labour hire workers, volunteers and any other people carrying out work in any capacity for CCEP

4 Responsibilities

Position	Responsible for:
Head of Health & Safety	<ul style="list-style-type: none"> • Develop and consult Drug and Alcohol Policy • Receives of on-site drug and alcohol testing results • Receives non-negative confirmed laboratory results
National Health & Safety Operations Manager	Ensuring a consistent standardised approach to drug and alcohol testing is established
National Health & Safety Audit and Compliance Manager	<ul style="list-style-type: none"> • Monitoring and measuring compliance to this Standard through an effective internal audit schedule • Reporting on the findings of audits through the appropriate management functions
Managers/People Leaders/Supervisors	<ul style="list-style-type: none"> • Implementing this Standard in their areas of responsibility • Ensuring that all workers in their area of responsibility are aware of this Standard • Ensuring that the process of testing for drugs and alcohol is applied fairly and consistently • Ensuring that appropriate action is taken arising from breaches of the D&A Policy and this Standard. • Ensuring that sensitive medical information and other information is maintained within relevant privacy regulations
P&C Managers	<ul style="list-style-type: none"> • Ensuring that the process of testing for D&A is applied fairly and consistently • Ensuring that appropriate action is taken arising from breaches of the D&A Policy and this Standard. • Ensuring that sensitive medical information and other information is maintained within relevant privacy regulations
Safety/Injury Management Team	<ul style="list-style-type: none"> • Ensuring that sensitive medical information and other personal information is maintained within relevant privacy regulations • Ensure relevant safety person is notified • Coordinate on site testing
Workplace Relations	<ul style="list-style-type: none"> • Follow up actions as a result of Non-Negative or Refusal for testing. • Ensuring that appropriate action is taken arising from breaches of the D&A Policy and this Standard. • Ensuring that sensitive medical information and other information is maintained within relevant privacy regulations • Non-Negative testing outcome to be given directly to Workplace Relations be uploaded and managed into the appropriate system
Workers	<ul style="list-style-type: none"> • Presenting for work in a state fit to discharge the duties, tasks and activities of their roles in a way that does not compromise the health safety and wellbeing of themselves or others • Reporting to work without detectable levels of drugs, (either prescription, non-prescription or illicit), or Prohibited Levels of Alcohol in their system

Position

Responsible for:

- Discussing with their Doctor the possible side effects of prescribed or non-prescription medication that could hinder safety performance
- Notifying their Manager/Supervisor of any medication they are taking, which could hinder their safety and the safety of others
- Only taking prescribed medications in the doses stipulated by the Doctor or by the manufacturer in the case of non-prescribed medications
- Reporting any side effects of medications being taken
- Participate in applicable testing where so directed
- Reporting to their Manager/Supervisor of any situation where this Standard may have been breached, including
- The unauthorised consumption of D&A whilst at work
- Where a worker forms a reasonable view that another worker may be under the presence of D&A above the prescribed levels described in this Standard that could compromise the safety of that worker or other workers around them
- Being at work under the influence of Drugs and/or alcohol consumed prior to arriving at work
- Comply with the standard and D&A Policy

5 Requirements to Demonstrate Compliance

What is Required to meet the Standard	How is Compliance Demonstrated	When
D&A Levels by site / location		
<p>All sites must undertake a risk profile of the type of activities, plant and equipment operated on that site and the impact of worker D&A impairment to the safe operation of that site.</p> <p>Drugs: For all sites where work is performed on or behalf of CCEP, drug tolerance levels as outlined in AS/NZS 4760:2019 (currently in transition from AS 4760:2006, procedures for specimen collection and the detection and quantitation of drugs in oral fluid) and AS/NZS4308:2008 (Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine) and any subsequent or substituting standards.</p> <p>Alcohol: For all sites where work is performed on, or on behalf of CCEP,</p> <ul style="list-style-type: none"> • High Risk Sites i.e. manufacturing, EQS, distribution facility – 0.000 g/210L Breath Alcohol Level (BrAC) • Low Risk Sites – 0.050 g/210L Breath Alcohol Level (BrAC) • Co-joined sites (e.g. admin or sales offices located in manufacturing plant) must comply with levels established for high risk environment 0.000 g/210L Breath Alcohol Level (BrAC) 	<p>Site based risk profiles undertaken and reviewed bi-annually. These will be consulted and stored at a site operational level.</p> <p>For the purpose of tasting product or holding an event on a co-joined site of admin and operations, there must be total segregation from any high-risk activity such a manufacturing, logistics or equipment services etc. i.e. an office, canteen, break-out area</p> <p>Any CCEP event where Alcohol is served</p>	<p>Implementation of this Standard and bi-annually thereafter</p> <p>Frequency At all times</p>
Safe hosting Guidelines		
<p>CCEP takes the health and safety of its employees, contractors and visitors (Our People) seriously and seeks to provide clear guidance on responsible hosting where alcohol is served.</p> <p>Company approval All functions or events where alcohol be served must have pre-approval from the relevant Group Leadership Team member or Leadership Team member (i.e. a direct report of a Group Leadership Team member)</p> <p>Management attendance at events All functions or events where alcohol will be served must have a named “responsible” Senior Leader or “delegate” in attendance for the entire event. That Senior Leader, or their delegate, is responsible for the safe hosting of the event.</p>	<p>‘Hosting an Event’ Risk Assessment will be available on the health and safety framework and details the accepted guidelines for such events. Such assessment must be completed and signed off by senior leader responsible for event</p>	<p>Whenever hosted event occurs</p> <p>Frequency At all times</p>

What is Required to meet the Standard	How is Compliance Demonstrated	When
Alcohol Testing		
<p>Alcohol testing shall be conducted by an Authorised Officer using a Breath Alcohol Testing Device. The Alcohol Testing process involves:</p> <ul style="list-style-type: none"> • An on-site Initial Test; and • Where an On-site Initial Test indicates a Prohibited Level of Alcohol, an additional On-site test will be undertaken 20 minutes following the Initial Test. The Confirmatory Test will be the reading used for the basis of any action to be taken and will be deemed as confirmatory for the presence of alcohol. • In the event of testing resulting in an Invalid Result, a further test can be performed. 	<ul style="list-style-type: none"> • Breath specimens are analysed in accordance with AS3547 – Breath Alcohol Testing Devices for Personal Use • Equipment used for breath testing must be calibrated in accordance with AS3547. Records of calibration must be maintained, and the current certificate shall be maintained with the unit • Training and certification records of external provider or accredited CCEP person 	<p>Whenever a breath sample is taken</p> <p>Frequency At all times</p>
Drug Testing		
<p>CCEP (Except New Zealand) Drug testing shall be conducted by an Authorised Officer. Drug testing will in most cases be undertaken via the collection and analysis of oral fluid samples, unless there is no reasonable access to a laboratory accredited for the analysis of fluid samples in accordance with AS4760:2006. However, drug testing will be undertaken via the collection and analysis of urine samples in accordance with AS4308:2008 where</p> <ul style="list-style-type: none"> • there is no reasonable access to a laboratory accredited for the analysis of fluid samples in accordance with AS4760:2006 (or any subsequent or substituting standards), and/or • at the time of collection, the worker giving the sample cannot produce enough saliva for an oral fluid sample and the worker consents to provide a urine sample. <p>Such testing will follow the general process set out for oral testing and will comply with AS4308:2008. The drug testing process is set out in Appendix 1 to this Standard and involves:</p> <ul style="list-style-type: none"> • An Initial Test using a valid test kit/device. • Where the Initial Test produces a result exceeding the Target Concentration an oral fluid (saliva) sample, or where applicable a urine sample, must be taken using the approved specimen receptacle and forwarded to an accredited laboratory for a Confirmatory Test. • All testing must be carried out in accordance where practical, with AS/NZS 4760:2019, or where applicable ASNZS 4308:2008. 	<ul style="list-style-type: none"> • Training and certification records of external provider or accredited CCEP person • Test kits adhere to AS/NZS 4760:2019 where applicable. • Use of approved specimen receptacles • Documentation of Laboratory accreditations on file • Copies of completed D&A consent forms are available 	<p>Whenever a drug test is carried out</p> <p>Frequency At all times</p>

What is Required to meet the Standard	How is Compliance Demonstrated	When
<ul style="list-style-type: none"> The original copy of the D&A, 1 consent form shall accompany the sample inside a sealed specimen bag. A copy of the form shall also be provided to the worker. <p>Oral fluid and urine sample drug testing processes should not be mixed as there is no relationship between the concentration of drugs in oral fluid (saliva) samples and in urine samples.</p> <p>NEW ZEALAND Collection and analysis of urine samples in NZ will be undertaken in accordance with the procedures and requirements of AS/NZS4308:2008 (Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine)</p>		
Testing Criteria		
<p>All Workers whilst on a CCEP worksite may be tested in accordance with this standard and the D&A Policy. While CCEP Workers are required to comply with CCEP's D&A Policy and this Standard, CCEP cannot require a Worker to undertake D&A testing without the Worker's consent. Any Worker who refuses to consent to D&A testing will not be admitted to any CCEP worksite and will be deemed to have breached this Standard and disciplinary action may follow according to the CCEP Disciplinary Policy. The Worker being tested must complete the consent form provided by the Authorised Officer. Failure to complete the consent form may be deemed to have breached this Standard and disciplinary action will follow according to the CCEP Disciplinary Policy.</p>	Copies of completed D&A consent forms are available	<p>For all tests</p> <p>Frequency At all times</p>
Random Testing		
<p>Random testing will be carried out in a non-discriminatory manner that involves a neutral selection process. Impartial selection processes will randomly select when testing is to occur, and which random groups or individuals will be tested. Workers selected for drug testing may be a subset of those selected for alcohol breath testing.</p>	Evidence must be available to demonstrate the randomness of workers selected	<p>For all testing programs</p> <p>Frequency At all times</p>
Post Incident or Near Miss Testing		
<p>Where an incident or near-miss indicates that the Worker's actions may have been hindered due to the use of D&A above the prescribed levels described in this Standard, CCEP may undertake D&A testing. In particular, Workers may be tested for the presence of D&A the prescribed levels described in this Standard where they are involved in any of the following circumstances:</p> <ul style="list-style-type: none"> An incident involving death, injury or harm An incident requiring treatment by a medical professional An incident or near miss with the potential to cause death, injury, harm, loss or require treatment by a medical professional 	Incident investigations detailing possible causes where the presence drugs and/or alcohol may be involved or indicated above the prescribed levels described in this Standard	<p>At the discretion of the H&S investigator, or relevant senior manager or where legal advice determines D&A testing is appropriate</p> <p>Frequency</p>

What is Required to meet the Standard	How is Compliance Demonstrated	When
<ul style="list-style-type: none"> • An incident with actual or potential to cause damage or loss to a vehicle, property, plant, equipment, or CCEP reputation • An incident that is, or may be, in breach of any law, rule or regulation or any contractual requirement or other obligation on CCEP 		As determined

What is Required to meet the Standard

How is Compliance Demonstrated

When

Causal Based Testing

In the event that a CCEP representative, or a client supervisor/manager has a reasonable suspicion that a Worker may be in breach of the D&A Policy or this Standard, then a Worker may be subjected to D&A testing.

The factors to be considered when determining whether it is reasonable to institute D&A testing include, but are not limited to, the following:

- where there is some evidence of D&A consumption above the prescribed levels described in this Standard related behaviour or use (e.g. slurred speech, odour of alcohol or drugs found on the Worker, inability to walk a straight line, abnormal or erratic behaviour, etc.);
- where there is evidence of illicit substance use, manufacture, possession, sale or delivery whilst in the workplace or while on company property;
- where CCEP finds D&A in the workplace in breach of the D&A Policy or this Standard;
- upon receipt of a report of D&A use, provided by a reliable and credible source and confirmed by investigation in breach of the D&A Policy;
- upon obtaining evidence that a Worker has interfered with, tampered with, falsified or destroyed a D&A test;
- where the Worker has notified the company he/she has a D&A consumption issue
- where a worker is taking prescription or pharmacy drugs which may hinder their ability to perform the duties and responsibilities of their position in an efficient, competent and safe manner, without risk to the health, welfare or safety of the Worker, or others in the workplace. In the event that it is not possible or practical to direct such a Worker to undergo a D&A test, the Worker will be relieved of active duty and asked to remain in an area where they present no safety risk to other staff members or the public, and/or arrangements made for their safe transport from the workplace. Arrangements will be made for the individual to be D&A tested as soon as practicable.

- Documented evidence detailing the reasons for cause testing must be available and reviewed
- Incident investigations detailing possible causes where the presence of Drugs & Alcohol above the prescribed levels described in this Standard may be involved or indicated
- Evidence of conversations with management where prescription drugs are being taken for medical reasons

At the discretion of the H&S investigator, management or where legal advice determines testing is appropriate

Frequency

As determined

Targeted Testing

Targeted testing may take place in the following circumstances:

- where a Worker has returned an alcohol test with a Prohibited Level of Alcohol or a Confirmed Positive drug test in the last twelve months. Such Workers may be subjected to additional testing. The selection of workers to undergo additional D&A testing will be at the discretion of CCEP; or
- Previous records of positive tests are available to support additional testing
- Previous records of refusing testing are

Frequency

What is Required to meet the Standard

- where a Worker has refused to undertake testing under the D&A Policy or this Standard; or
- where a Worker holds a position in the company in which the use of D&A above the prescribed levels described in this Standard by that Worker in carrying out the duties and responsibilities of that position would pose an increased risk to the health, welfare or safety of that worker or others in the workplace

How is Compliance Demonstrated

- available to support additional testing
- Evidence of safety critical roles

When

Confirmed positive Alcohol Test

In accordance with this standard any Worker whose results show a Prohibited Level of Alcohol above the site risk profile will be deemed unfit for work and stood down on full pay. After disciplinary action has occurred if an employee is deemed unfit for duties the employee can utilise personal leave or other entitlements.
At a minimum the limit legally permissible for the duty required to be performed but not equalling or exceeding 0.050g/210L BrAC

Documented test results available to both the Worker and CCEP

Whenever tests are undertaken

Frequency

At all times

Laboratory Confirmed Positive Drug Test (also known as a Confirmed Positive)

A Confirmatory Test where the quantity of drugs or their metabolites is equal to or greater than those levels provided in AS/NZS 4760:2019 (currently in transition from AS 4760:2006) for oral testing or AS/NZS 4308:2008 for urine testing.
The level that denotes a positive result may be amended to reflect changes in Australian Standards, legislative approved Codes of Practice or contractual requirements.

Documented test results available to both the Worker and CCEP

Whenever tests are undertaken

Frequency

At all times

Refusal to Undergo Testing

Refusal by a CCEP employee, without legitimate cause, to consent to, or co-operate fully with the administration of D&A test may result in the employee being stood down on pay and directed to leave the workplace. For other Workers, such a refusal may result in the Worker being directed to leave the workplace. Disciplinary action may be taken in relation to the refusal to participate in D&A testing.
At such time the "D&A Test Refusal Form" must be completed by the relevant parties. The Worker will be deemed to have breached this Standard and disciplinary action may follow according to the [CCEP Disciplinary Policy](#)
The Worker will be stood down on pay and not permitted to return to work until a Confirmed Negative test, result or a result below the Prohibited Drug & Alcohol Level is obtained. If a worker is unable to provide a negative test to return to work within 4 weeks then disciplinary action may follow according to the CCEP Disciplinary Policy.
The production of a medical practitioner's certificate indicating a Confirmed Negative test or an alcohol test result below the Prohibited Alcohol Level will not necessarily exonerate the refusal or the intentional leaving of the test site without participating in testing when so requested.

- Completed D&A Test Refusal Forms are available and kept on personnel files
- Records of disciplinary action taken

Whenever a D&A test is refused

Frequency

At all times

What is Required to meet the Standard	How is Compliance Demonstrated	When
Tampering		
Any Worker who provides a substituted sample or interferes with a provided sample or testing procedures/equipment so as to prevent or interfere with the detection of a drug/metabolite/alcohol, shall be subject to disciplinary action which may include termination of employment.	Records of disciplinary action taken	Whenever tampering is identified Frequency At all times

What is Required to meet the Standard

How is Compliance Demonstrated

When

Initial Testing result above Target Concentration due to Medication

When any Worker who produces an Initial Test result indicating levels of drugs present above the Target Concentration claims that the result is due to medication, the following process shall apply.

The Worker is to indicate what medication is currently being taken on the D&A Consent Form with the name of the non-prescription / prescription drug(s). Where that medication has the likely effect of impacting their ability to perform their role safely.

Provided the Authorised Officer forms a reasonable opinion that the Worker is fit for duty, the Worker may return to normal work duties. If the Worker signed the D&A Consent Form and the result of the Confirmatory Test at the Laboratory is inconsistent with the stated medication, the CCEP employee may be asked for additional explanation or, failing this, be subject to further disciplinary action for misconduct and a Confirmed Positive result.

- Completed D&A consent forms including what medications are currently being taken, either prescription or non-prescription
- Documentary evidence that the Authorised Officer is deeming a Worker fit to work provided the D&A consent form is completed in full

Whenever an initial test result indicates levels of drugs present above the Target Concentration

Frequency

At all times

Dispute of Laboratory Confirmed Positive Drug Test

In the event of an employee receiving a confirmed positive drug test on the sample provided, that employee may be subject to disciplinary action up to and including possible termination of employment. The disciplinary process will include the opportunity for the employee to appeal the result in writing if they choose (within 2 weeks of notification of a Confirmed Positive test result) and provide a response for due consideration by CCEP before any decisions are made around the impact of the positive result on the individual's employment. More information on the disciplinary process can be found in CCEP's Disciplinary Policy.

- Records of appeal lodged within 14-day time frames are available
- Subsequent test results of the referee sample either by the initial testing laboratory or any additional accredited laboratory are available for both the Worker and CCEP.
- Evidence of the security of the sample during transportation from one laboratory to another

Whenever disputed Laboratory drug tests arise

Frequency

At all times

Actions following a confirmed test result of a Prohibited Level of Alcohol

When a Worker returns a confirmed test result with a Prohibited Level of Alcohol (ie the test which is undertaken 20 minutes after the Initial Test), the following actions may be taken:

- The copy of the completed D&A Consent Form shall be provided to the Worker for their future reference. For employees, the original copy of the Consent Form shall be uploaded on the CCEP P&C System.
- The Worker will be immediately stood down and under no circumstances will be permitted to drive a vehicle or operate any machinery in the workplace. The Worker shall be advised that they should not be in charge of any form of transportation.

- Completed D&A Consent Forms including what medications are currently being taken, either prescription or non-prescription
- Actions are documented and appropriately reviewed and approved by management
- Evidence of test results indicating the prohibited

Whenever a confirmed positive alcohol test is returned

Frequency

At all times

What is Required to meet the Standard

- The Worker will be offered transport back to their place of residence/accommodation. If this offer is refused and the Worker elects to drive a vehicle, over the legal limit, the person shall be informed that CCEP has an obligation to report the matter to the Police.
- For employees, further action may be taken in accordance with the [CCEP Disciplinary Policy](#),
- For other Workers, CCEP will determine what action is appropriate which may include the termination of the Worker's engagement.
- Subject to any disciplinary action, the Worker will not be able to return to work until they provide a test result below the Prohibited Level of Alcohol.

How is Compliance Demonstrated

level of alcohol has been breached

When

Actions following an Initial Testing above the Target Concentration and Actions following Laboratory Confirmed Positive Drug Test

Where a Worker returns an Initial Test result above the Target Concentration, the Worker will be stood down on pay and on a without prejudice basis pending the results of the Confirmatory Test by the Laboratory.

Where a Worker returns a Confirmed Positive result from the Laboratory, the following action may be taken (subject to any other laws or applicable industrial instruments).

- The copy of the completed D&A Consent Form shall be provided to the Worker for their future reference. For employees, the original copy of the Consent Form shall be kept on the employee's personnel file and uploaded on CCEP HR System
- For employees, further action may be taken in accordance with the [CCEP Disciplinary Policy](#), including an investigation and disciplinary action.
- For other Workers, CCEP will determine what action is appropriate which may include the termination of the Worker's engagement.
- Subject to any disciplinary action, the worker may not be permitted to return to work until such time as they provide a Confirmed Negative result from a Laboratory.

- A documented process is followed and subject to appropriate review and management approval
- Evidence of test results indicating the target concentration has been breached

Whenever a laboratory confirmed positive drug test is returned

Frequency

At all times

Breaches of the Drug & Alcohol Policy and this Standard

Breaches of the D&A Policy and this Standard shall be investigated and recorded by a representative of the People and Culture team. Such breaches may result in disciplinary action up to and including termination of employment. Such breaches include but are not limited to:

- failing to comply with the responsibilities set out in section 4 of this Standard;
- failing to comply with a reasonable direction in accordance with this Standard to undertake testing;
- tampering with the testing regime including falsely providing samples.

Documented evidence detailing the breach of the D&A Policy and this Standard must be completed and available

Whenever this Standard is breached

Frequency

At all times

What is Required to meet the Standard	How is Compliance Demonstrated	When
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- Breaches will be dealt with under the [CCEP Disciplinary Policy](#)
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What is Required to meet the Standard	How is Compliance Demonstrated	When
Support & Rehabilitation		
<p>CCEP encourages Workers to be proactive about addressing any D&A consumption issues they may have, or any work related situations conducive to, or involving D&A use. In particular, CCEP encourages Workers to voluntarily come forward to seek assistance before any allegation of breach of the D&A Policy, this Standard and/or terms and conditions of employment/engagement.</p> <p>Provided that employees voluntarily come forward and seek assistance before any breach of the D&A Policy, this Standard and/or the terms and conditions of employment/engagement, CCEP will, in the first instance, work with the employee to address their volunteered consumption issue. Other Workers (i.e. non-employees) should engage with their employers in relation to any consumption issues they have and support they require.</p> <p>Access to support and counselling is available to CCEP employees through the EAP program.</p>	<ul style="list-style-type: none"> • For voluntary assistance records of referrals to appropriate support agencies • EAP reports on results, provided privacy considerations are not breached 	<p>Frequency</p> <p>At all times</p>
Visitors & Volunteers		
<p>CCEP reserves the right to:</p> <ol style="list-style-type: none"> Refuse entry to CCEP sites to all visitors or volunteers who appear to be in breach of the D&A Policy or this Standard Remove from CCEP's sites visitors or volunteers who appear to be in breach of the D&A Policy or this Standard 	<p>Documentary evidence to support refusals or removals</p> <p>Evidence of voluntary D&A tests if performed</p>	<p>Whenever refusals/removals are warranted</p> <p>Frequency</p> <p>At all times</p>
Other Workplaces/Sites		
<p>It is the responsibility of every worker to ensure that they comply with any site specific Alcohol and other Drug requirements on any customer or supplier site. Company employees on clients' sites are required to abide by and cooperate with the requirements of the clients Alcohol and other Drug Procedure and Procedures including, where required, undertaking Alcohol and other Drug testing.</p> <p>In the event of an employee testing positive in these circumstances, the employee must immediately contact their Manager who will arrange safe transport of the employee and the vehicle to the nearest Company location. Under no circumstances should the employee drive a vehicle or operate any machinery.</p> <p>Employees testing positive on client's sites will have a positive result recorded in the Alcohol and other Drug file, and relevant disciplinary process's will be applied in accordance with the Standard and CCEP Disciplinary Policy</p>	<p>Documented evidence of the interpretation of results</p>	<p>As required on a customer or supplier site</p> <p>Frequency</p> <p>At all times</p>

What is Required to meet the Standard	How is Compliance Demonstrated	When
Professional Advice regarding Positive Drug Tests		
<p>On receipt of Confirmed Positive test results, the relevant P&C representatives may contact the Laboratory or testing company (Toxicologist) for interpretation of the results. The interpretation may result in referral for further assessment and treatment and/or the development of a case management plan in conjunction with the CCEP EAP provider.</p>	<p>Documented evidence of the interpretation of results</p>	<p>Whenever interpretation is required</p> <p>Frequency</p> <p>At all times</p>
Management of Information		
<p>Results of tests will be conveyed by the Laboratory to the respective P&C representative. These results will only be released to those who have a legitimate "need to know" and this will generally be confined to the individual tested, the immediate manager, H&S Manager, P&C and General Manager. Appropriate efforts will be made to protect the individual's privacy and the confidentiality of the process consistent with the overriding need to ensure safety.</p>	<p>Test results are issued to those "who need to know" with documented reasons why the information has been disclosed to relevant people</p>	<p>Whenever information is to be disclosed</p> <p>Frequency</p> <p>At all times</p>
Storage of Results		
<p>Following completion of the action set out above, the test results will be stored on the employee's personnel file. Access to these will be restricted to authorised personnel.</p>	<p>Reviews of personnel files will support any actions undertaken in line with this Standard</p>	<p>As determined</p> <p>Frequency</p> <p>Subject to file review schedule or procedures</p>

6 Auditable Records

- Drug test results and Alcohol test results
- Equipment test calibration records
- Completed D&A Consent Forms
- Completed D&A Refusal Forms
- Incident Investigations where drugs or alcohol have been identified as contributing factors
- Training Records

7 References

- CCEP Drug & Alcohol Policy
- CCEP Disciplinary Policy
- AS/NZS 4308:2008: Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine
- AS 4760:2006. Procedures for specimen collection and the detection and quantitation of drugs in oral fluid
- AS/NZS 4760:2019. Procedure for specimen collection and quantification of drugs in oral fluid

- AS 3547-1997: Breath alcohol testing devices for personal use.
- AS 3547:2019 Breath alcohol testing devices.

APPENDIX 1

Alcohol and Other Drugs Testing

Alcohol

Alcohol Breath testing will be achieved by collection and analysis of a breath specimen utilising a calibrated breathalyser that meets the Australian Standard AS 3547:1997 “Breath Alcohol Testing Devices for Personal Use” in transition to AS 3547:2019 Breath alcohol testing devices Equipment used for breath testing must be calibrated in accordance with the Australian Standard AS 3547-1997 or subsequent standards.

If required, an authorised CCEP representative will be present during the initial screening and/or breathalyser tests.

The breath alcohol test detection limit for alcohol will be: At a minimum the limit legally permissible for the duty required to be performed but not exceeding 0.050 g/210L BrAC.

If an individual records a level above the permitted level a second confirmatory breath alcohol test will be performed 20 minutes after the initial reading. Please note: the individual will be fully supervised during this time and no eating, drinking or smoking will be allowed during this period.

Other Drugs

Drug testing may be undertaken by way of:

1. Urine testing in accordance to AS/NZS 4308:2008.
2. Oral Fluid testing in accordance to AS/NZS 4760:2019

Subsequent confirmation testing of people that have produced a “non-negative” onsite drug test result at a National Association of Testing Authorities (NATA) AS/NZS 4308:2008 or AS/NZS 4760:2019 accredited laboratory.

Please Note: Negative onsite samples may be sent to the laboratory for further target testing for illicit drugs which may include but not limited to Synthetic Cannabis, Synthetic Amphetamines.

The drug classes to be screened for and the drugs/metabolites to be confirmed (if applicable) and the concentrations of the drug/metabolites at or above which are considered Confirmed Positive for the laboratory confirmation are tabulated below in Table 2 & Table 4:

Table 1: Urine Immunoassay/On-site Screening Test Cut-off Levels

Class of Drug	Cut-off Level (ug/L)
Opiates	300
Amphetamine Type Substances (ATS)	300
Cannabis metabolites	50
Cocaine metabolites	300
Benzodiazepines	200

Table 2: Urine Confirmatory Test Cut-off Concentration (As Total Drug)

Compound	Cut-off Level (ug/L) (Confirmatory)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxyamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine	500
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor-delta-9-Tetrahydrocannabinol – 9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
Hydroxy-Alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

Notes:

1. All cut-off levels are expressed as total concentration of drug or metabolite after hydrolysis
2. For compounds not included in this Table, the laboratory should select a target concentration as appropriate for urine i.e. Synthetic Cannabis, Synthetic Amphetamines “Bath Salts”

Table 3: Oral Fluid On-Site Initial Test Target Concentrations

Class of Drug	Target Concentration (ng/mL)
Opiates	50
Amphetamine Type Stimulants	50
Delta-9-tetrahydrocannabinol (THC)	15

Class of Drug	Target Concentration (ng/mL)
Cocaine and metabolites	50
Oxycodone	40
Benzodiazepines	5

Table 4: Oral Fluid Confirmatory Target Concentrations

Compound	Target Concentration (ng/mL) (Confirmatory)
Morphine	50
Codeine	25
Oxycodone	20
6-Acetylmorphine	10
Amphetamine	25
Methylamphetamine	25
Methylenedioxymethylamphetamine	25
Methylenedioxyamphetamine	25
Delta-9-Tetrahydrocannabinol	10
Cocaine	25
Benzoyllecgonine	25
Ecgonine methyl ester	25
Oxazepam	1
Temazepam	1
Diazepam	1
Alprazolam	1
Clonazepam	1
Flunitrazepam	1
Nitrazepam	1

Notes:

1. These targets represent the undiluted oral fluid concentration
2. For compounds not included in this Table, the laboratory should select a target concentration as appropriate for oral fluid i.e. Synthetic Cannabis, Synthetic Amphetamines ‘Bath Salts’

Not formally defined by the new oral fluid standard AS/NZS 4760:2019. Can be considered under the new standard as additional testing.