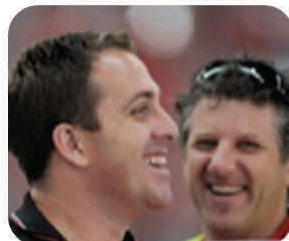


Coca-Cola Amatil

DRUG AND ALCOHOL POLICY

May 2013



OUR
CCA

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1. INTRODUCTION AND PURPOSE

Coca-Cola Amatil (CCA or the company) is committed to providing a safe and healthy work environment in which persons are treated fairly and with respect.

The use of drugs and alcohol may have an impact on an individual's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.

This policy describes the company's responsibilities of management, employees and other employees, as well as consequences of not complying with this policy. This policy forms part of CCA's integrated occupational health and safety management system and should be read in conjunction with other CCA policies.

1.1 Scope

This policy applies to all employees, being full-time, part-time, fixed term and casual employees within the Coca-Cola group of companies in Australia (CCA) [Coca-Cola Amatil (Aust) Pty Ltd, Coca-Cola Amatil Limited and SPCA].

All persons who work at the direction of, or on behalf of CCA (and its related entities) (for example agents, contractors, subcontractors, consultants and temporary staff) are also covered by this policy. These persons are collectively referred to in this policy as **"workers"**.

1.2 Workplace and Work-Related Functions

This policy applies at all CCA workplaces and other workplaces or situations where workers may be working or representing the company.

This policy is not restricted to the workplace or work hours. The obligations contained in this policy, regardless of location, extend to all functions and places that are work-related.

A "work-related" function means any function that is connected to work, including (but not limited to), conferences, work lunches, Christmas parties, customer or client functions etc. Employees must comply with this policy at all work-related functions.

1.3 Under the influence

For the purposes of this policy, the term 'under the influence' means that a person's faculties are impaired by the use of drugs or alcohol to the extent that the person is unfit to be entrusted with a duty they perform, or may be called on to perform, with efficiency and safety to themselves and others.

Factors that may indicate that a person is under the influence and therefore unfit to be entrusted with the duty they perform or may be called on to perform with efficiency and safety include (but is not limited to) circumstances where the person:

- is unable to co-ordinate their actions;
- has red or bloodshot eyes or dilated pupils;
- smells of alcohol;
- has slurred or impaired speech;
- acts contrary to their normal mode of behaviour;
- exceeds alcohol concentration limits applicable to a particular duty they perform or may be called on to perform
- behave other than in a professional and competent manner in the performance of their job and in upholding the values and policies of CCA; or
- otherwise appears to be affected or impaired in any way by drugs or alcohol.

In determining whether an individual is so impaired, the company may consider, amongst other things, the person's particular duties and the environment in which they perform those duties. For example, it may be relevant to consider whether the relevant person:

- is required to operate (or may be called on to operate) motor vehicles or mechanised equipment or processes;
- may perform duties in an environment that especially present safety risks. For instance, a person who performs duties at height or in proximity to mechanised equipment or processes.

This policy aligns with other company policies such as Working Together, Tool of Trade Vehicle and Remuneration Vehicle policies.

2. POLICY

The following obligations and responsibilities also apply.

2.1 Drugs

Illegal Drugs

Workers must not bring any illegal drugs to work or have them in their possession at work. Workers must not sell (or make arrangements to do so outside of work whilst at work), consume or dispense illegal drugs or prescription or pharmacy drugs at work.

Such conduct constitutes serious misconduct and may also constitute a criminal offence, in which case the company may notify the police or other appropriate government authority.

Prescription and Pharmacy Drugs

The company recognises that workers may have legitimate medical reasons for taking some drugs, specifically where a medical practitioner has prescribed lawful drugs for medical purposes or where the drug is lawfully available at pharmacies (with or without a prescription) and is required for medical purposes. These drugs are referred to in this policy as “prescription drugs” and “pharmacy drugs”.

The company should be notified as soon as possible if a worker’s performance is affected, in any way, by the use of prescription and pharmacy drugs. Failure to notify the company may result in disciplinary action, up to and including dismissal.

Where workers are taking prescription drugs or pharmacy drugs for medical purposes, they will not breach this policy by attending work. However, workers must take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs to ensure a safe work environment. Workers must not misuse or abuse prescription drugs or pharmacy drugs, or become intoxicated by prescription or pharmacy drugs as set out in this policy.

If the company suspects that an individual’s ability to efficiently and safely perform work is affected by prescription or pharmacy drugs, the company may take steps to address the issue in accordance with this policy.

Workers are also responsible for informing themselves of the impact of consumption of alcohol on prescription drugs and pharmacy drugs and ensuring they limit consumption accordingly. It is also each person’s responsibility when taking prescription drugs or pharmacy drugs to check with their medical practitioner about the effect of the drug on their ability to drive vehicles, operate machinery and safely perform their normal work duties. If a worker’s ability to perform work safely is, or may reasonably be, affected in any way, that person should consult with an appropriate medical practitioner as soon as practicable.

If an employee knowingly misuses or abuses prescription or pharmacy drugs then the occurrence will be treated the same as for illegal drugs. The following obligations and responsibilities also apply.

2.2 Consumption of Alcohol

CCA recognises that employees enjoy a variety of social activities and that these may include the consumption of alcohol. Those who are organising and supervising work-related functions/activities, whether on or off company premises, are expected to do so in a safe, responsible manner that will not likely cause harm to another person or CCA's property or reputation.

Where alcohol is to be consumed at a work-related function, the company will promote the safe consumption of alcohol guidelines as set out in Appendix A.

All workers and their guests are required to abide by the following requirements and restrictions in relation to all work-related functions:

- Workers must consume alcohol responsibly
- Workers must not become intoxicated or be under the influence of alcohol
- Workers must not act in a manner that is contrary to CCA's policies, standards and codes of conduct and must uphold an appropriate standard of behaviour at all times. Intoxication is not considered an 'excuse' for misconduct. Loss of memory of conduct due to intoxication does not diminish an individual's responsibility for misconduct
- The restrictions set out below in relation to company vehicles and machinery continue to apply
- Workers must ensure a safe means of transport from such functions. Workers must not drive any vehicle if they are over intoxicated. Workers who do not have a means of transport should advise their supervisor or manager in order to arrange transport

2.3 No Smoking

CCA is a smoke free work environment. Except as otherwise provided in this policy, no Worker is permitted to smoke within, or in proximity to, company buildings and tool of trade vehicles.

On a company site smoking may only be undertaken within designated smoking areas. No litter due to smoking (i.e.: cigarette butts) is to be left visible.

On non-company sites, where there is no formal designated outside smoking area, it is expected that smoking will be undertaken well away from buildings and certainly well away from the thoroughfares or proximity to people.

Please refer to the Smoking Policy for further information.

2.4 Company Vehicles and Machinery

Alcohol and Illegal Drugs

The company has a legal obligation to provide a safe and healthy working environment for all workers and acknowledge that a vehicle may be a workplace in certain situations. Workers must comply with alcohol concentration limits applicable to particular duties they perform or may be called on to perform. Further, workers must not, in any circumstances, drive a company vehicle or operate machinery if they are intoxicated by alcohol or illegal drugs.

The company will not accept liability for any damage to a company vehicle, an injury to another person, or damage to other property caused by a worker's use of a company vehicle while intoxicated from alcohol or illegal drugs. The worker will be personally liable in such circumstances.

Prescription and Pharmacy Drugs

Where a worker is taking prescription or pharmacy drugs that contain a warning that the person should not drive a vehicle or operate machinery, the worker must not drive a company vehicle or operate machinery unless contrary specific medical advice is obtained and confirmed in writing, from the worker's medical practitioner.

If a worker is taking prescription or pharmacy drugs and feel that their ability to safely drive a vehicle or operate machinery or safely work near equipment or machinery is affected in any way, they must not drive a company vehicle or operate machinery and must notify their supervisor of this fact as soon as possible.

2.5 Responsibilities

Workers responsibilities

All workers must:

- comply with this policy;
- observe all directions from the company in regards to this policy;
- recognise that performance of duties could be affected by alcohol or drugs; and
- immediately notify management if they are aware of any breach of this policy by another worker. Subject to any disclosures required by law, any notifications received by management will be treated confidentially. Failure to report any breach of this policy by another worker may itself constitute a breach of this policy.

Except as set out in this Policy, workers must **not**:

- attend work, commence work, continue work or return to work having consumed alcohol and/or drugs (please note that it is acceptable to consume some alcohol at a work function and return to work, providing that it does not affect the Worker's ability to operate (or the potential to operate) machinery or drive a vehicle. Multiple drinks that may impair a workers ability to work is unacceptable);
- consume drugs and/or alcohol at the workplace;
- must not possess, distribute, sell, use or consume illegal drugs in the workplace. Such conduct constitutes serious misconduct. It may also constitute a criminal offence, in which case the company may notify the police, or other appropriate government authority;
- work while under the influence of drugs or alcohol;
- attend work, commence or return to work while under the influence of alcohol and/or drugs;
- consume alcohol and/or drugs during work, or at the workplace (note qualification for prescription and pharmacy drugs below). On some CCA sites there may be a licensed premise. In these instances work drinks or functions may be held on occasion, providing workers consume alcohol responsibly and the company must adhere to the criteria set out in Appendix A;
- must not possess, distribute, sell, use or consume illegal drugs in the workplace. Such conduct constitutes serious misconduct. It may also constitute a criminal offence, in which case the company may notify the police, or other appropriate government authority.

Responsibilities of Management

Management is responsible for ensuring that this policy is implemented in their area. This includes ensuring that:

- all workers are made aware and understand this policy;
- risk assessments are undertaken on work tasks in consultation with workers and/or work health and safety representatives;
- the behaviour of workers is observed to ensure adherence with the policy;
- any concerns or issues are addressed proactively and expediently to ensure the health and safety of all workers;
- support is provided to workers where appropriate; and
- any suspected breaches of this policy are acted on promptly and in accordance with this policy.

3. STANDARDS

The following standards exist to ensure the effective implementation of this policy.

3.1 Formal Processes

CCA reserves the right to conduct random drug and alcohol tests on any employees on its sites and any workers utilising its equipment (e.g. Tool of trade vehicles and machinery).

3.1.1 What will the company do if it suspects a Worker is affected by drugs or alcohol?

If the company suspects, on reasonable grounds, that a worker is under the influence of drugs or alcohol in breach of this policy, the company will take steps to address the issue, including (but not limited to):

- directing the worker to go home. Suitable arrangements for safe transport will be made by the relevant manager; or
- directing the worker to attend a medical examination to determine whether the Worker is fit to efficiently and safely perform duties. A medical examination for indicators of intoxication may be conducted at the discretion of CCA where appropriate in connection with an incident/accident investigation. A medical examination may include a drug and/or alcohol test (such as a blood test, urine test or oral swab). Further, in relation to prescription or pharmacy drugs, the company may require evidence as part of the medical examination about the effects and proper usage of the drug. The Worker may be directed to go home following the medical examination.
- If a worker refuses to undertake a medical examination, the worker will be directed to go home. Refusal to attend medical examination, or refusal to go home, constitutes a breach of this policy and may result in action being taken, as set out below under 'Breach of Policy'.
- Where a worker is sent home, or required to attend a medical examination, the Worker may be required to report to Management (or as directed) on the next working day, or as soon as possible once the Worker is no longer under the influence of drugs or alcohol. The company will deal with the issues as set out below under 'Breach of Policy'. Failure to report constitutes a breach of this policy.

To avoid any doubt, a worker who is suspected of being under the influence of drugs or alcohol, will not be allowed to perform work until they can work in a safe manner. The decision on a person's ability to work in a safe manner will be made by the Worker's Team Leader, Manager or other suitable person. Arrangements (at the discretion of the Team Leader/Manager) will be made to ensure the Worker gets home safely.

3.1.2 What will the company do if it finds illegal drugs on company premises?

If the company finds illegal drugs on company premises in breach of this policy, the company may take the following action, which includes but is not limited to:

- Investigate the matter in order to attempt to determine who is responsible, including by conducting searches, as set out in this policy.
- Require some, or all, Workers to undergo medical examination in order to test for the presence of illegal drugs.

Workers are required to co-operate in any investigation of such matters. Refusal to attend medical examination, failure to co-operate or providing false information in an investigation constitutes a breach of this policy and may result in action, as set out below under 'Breach of Policy'.

3.1.3 What will the company do if it suspects employees have illegal drugs in their possession at work?

If the company suspects that employees have illegal drugs in their possession at work, the company may take the following action, including but not limited to:

- Investigate the matter to attempt to determine whether the worker does have such illegal drugs in their possession.
- Request the worker to open their locker, bag, or vehicle or to empty their pockets or jacket for the purpose of locating any illegal drugs. Workers are expected to permit such inspection and co-operate with company officials investigating such matters.

Workers are required to co-operate in any investigation of such matters. Failure to co-operate or providing false information in an investigation may result in action being taken, as set out below under 'Breach of this Policy'.

3.1.4 When will the company conduct drug and alcohol testing?

Dictionary

The following definitions will apply to this part:

“Alcohol Screen Test”

means any analytical procedure or test which is carried out on a Worker to determine the presence and/or the concentration of alcohol (including but not limited to a breath test, urine sample, oral swab and blood test). These procedures are not limited to those which presently exist. As new technology is developed these may also be used for alcohol testing purposes.

“Authorised Officer”

means a suitably trained, qualified and authorised person from an Independent Testing Agency or a suitably trained, qualified and authorised person appointed by the company for the purposes of undertaking or arranging an Alcohol Screen Test and/or Drug Screen Test.

“Confirmatory Test”:

means any analytical procedure or test which is undertaken subsequent to a first Alcohol Screen Test or Drug Screen Test, which is used to verify the presence of drugs or alcohol. This may include, but is not limited to the following:

- a test applied to a second sample of a Worker’s urine;
- a test applied to any oral swab taken from a Worker;
- a second Breath Test;
- analysis of a worker’s blood.

“Drug Screen Test”

means any analytical procedure or test which is carried out on a worker to determine the presence and/or the concentration of any drug (including but not limited to a breath test, urine sample, oral swab and blood test). These procedures are not limited to those which presently exist. As new technology is developed this may also be used for drug testing purposes

“Sample”

in relation to urine, includes, if the sample is divided into portions, a portion of the sample.

Drug and alcohol testing

The company may require workers to undergo testing for the presence of drugs or alcohol in the following circumstances, with or without, prior notice:

Post Incident or Near-miss

Where the investigation of an incident or near-miss determines that the worker’s actions may have been impaired due to the use of drugs or alcohol, or the worker was under the influence of drugs or alcohol.

Causal based

- If the company suspects, on reasonable grounds, that a worker is under the influence of drugs or alcohol in breach of this policy.
- Upon finding evidence that a worker has used, possessed, sold, solicited or transferred drugs whilst in the workplace or while on company property.
- Where the company finds drugs or alcohol in the workplace in breach of this policy.
- Upon receipt of a report of drug or alcohol use, provided by a reliable and credible source and confirmed by investigation, in breach of this policy.
- Upon obtaining evidence that a worker has interfered with, tampered with, falsified or destroyed a Alcohol Screen Test or Drug Screen Test.
- Where a Worker has previously received a positive Alcohol Screen Test or Drug Screen Test and has refused to undergo a Confirmatory Test, he/she shall be required to undergo subsequent testing.
- Where a worker has previously received a Confirmatory Test result confirming the use of Illegal drugs or alcohol in breach of this policy, he/she shall be required to undergo subsequent testing.
- Where a worker notifies the company that he/she has a drug or alcohol problem.
- Where a worker is taking prescription or pharmacy drugs which may affect 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.

Targeted Testing

Where the worker holds a position in the company in which the use of drugs or alcohol by that worker in carrying out the duties and responsibilities of that position would pose a risk to the health, welfare or safety of that worker, others in the workplace.

Random Testing

When a worker, or group of Worker’s are randomly selected by the company or an Authorised Officer to undergo a Drug Screen test and/or Alcohol Screen test.

A worker who is required to undertake a Drug Screen Test and/or Alcohol Screen Test, will be requested to sign a consent form before taking a Drug Screen test and/or Alcohol Screen test.

All information obtained through the above testing is covered by Australian privacy laws and the company’s privacy policy. The company will not use this information other than for the purposes for which it is collected. The purposes of such monitoring and examination are to ensure the productivity, health and safety of personnel, to apply this policy, and for disciplinary purposes.

A refusal to undergo a Drug Screen test and/or Alcohol Screen test or providing false information, constitutes a breach of this policy and may result in action being taken against the Worker, including action as set out below under ‘Breach of this policy’.

3.2 Breach of Policy - Disciplinary Action

Workers are required to comply with this policy at all times.

If an employee is found to have breached this policy, they will be subjected to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Examples of disciplinary action that may be taken include (but are not limited to):

- Performance counselling
- A formal warning
- Suspension
- Demotion
- Termination of employment
- Referral to an Employee Assistance Program (“EAP”) and/or some other referral source, for counselling, treatment or rehabilitation for drug or alcohol dependency.

Agents, contractors or sub-contractors (including temporary contractors or sub-contractors) of the company who are found to have breached this policy may have their contracts with the company terminated or not renewed.

3.3 Education and Training

The company will inform and conduct training or information sessions for all employees, relating to:

- this policy, including but not limited to the consequences of breaching this policy;
- the effects of alcohol and drug use (including prescription and pharmacy drugs);
- the risks to the health and safety of workers and others by the use of alcohol and drugs in the workplace; and
- the EAP (if applicable) and any other referral sources for counselling, treatment or rehabilitation, which are available to employees.

Where appropriate, the company will conduct induction sessions for agents, contractors and their respective employees when they undertake work for the company in the workplace. These induction sessions will cover:

- this policy, including but not limited to the consequences of breaching this Policy;
- the effects of alcohol and drug use (including prescription and pharmacy drugs);
- the risks to the health and safety of workers by the use of alcohol and drugs in the workplace.

An acknowledgement of this policy will be made via CCA Online.

4. REFERENCES

Related Policies

This policy should be read in conjunction with other CCA policies and procedures including:

- Occupational Health and Safety Policy
- Code of Business Conduct
- Working Together Policy
- Grievance Procedure Policy
- Tool of Trade Vehicle Policy
- Remuneration Vehicle Policy

External Organisations

Employee Assistance Program (EAP)
- free and confidential counselling
Ph: 1300 360 364

Lifeline (24-hr face to face counselling service)
Ph: 13 11 14

Australian Council of Alcohol and other Drugs Association
Ph: 02 6281 1002

Alcohol and Drug Information Service
Ph: 07 3236 2414

Alcoholics Anonymous (self-help, information):
www.aa.org.au

Narcotics Anonymous (program based on abstinence from drugs, regular support groups conducted)
www.na.org.au

Appendix A

Alcohol Guidelines - The Company's Responsibilities

When the company provides alcohol at a work related function, it will do so responsibly ensuring that:

- workers will be reminded of this policy prior to the work related function, where appropriate and practical
- light and non-alcoholic drinks will be available at all times
- food will be made available during the service of alcohol
- alcohol will not be served to anyone under the age of 18 years
- alcohol will not be provided to anyone who is drinking excessively, or is (or appears to be) intoxicated
- workers who drink excessively and display other forms of inappropriate behaviour are advised their behaviour is not acceptable and a reasonable finishing time will be set to avoid excessive drinking
- all employees will be reminded of the dangers of driving under the influence of alcohol and the use of alternative transport (e.g. taxis, public transport) will be promoted.