Our Drug & Alcohol Standard

A guidebook to policy and procedures.
This isn’t a moral matter...
it’s a safety issue.

Drug & alcohol testing is here to stay.
The Fletcher Construction Company Limited (Fletcher) is committed to providing a safe workplace for all. One aspect of that intention is to ensure that people at Fletcher sites / places of work do not constitute a safety hazard due to the effects of drugs or alcohol. This standard applies to all employees, contractors and visitors.

This will be achieved with a prevention and detection programme underpinned by ongoing education for all employees, and by offering rehabilitation programmes to those employees with drug and / or alcohol problems.

The standard will operate in conjunction with Health and Safety legislation and other appropriate acts of Parliament, such as the Human Rights Act 1993 and Privacy Act 1993.

Above all, the intent of this standard is to encourage Fletcher employees and contractors to embrace and nurture a culture of personal and collective responsibility towards health and safety.

Delivering on this intent

In order to deliver on this intent, Fletcher will use the following process:
- Drug and alcohol detection in workplaces
- Drug and alcohol testing of personnel (both employees and contractors)
  - Pre-employment
  - Internal transfer
  - Just cause
  - Random
  - Post accident / incident
These company procedures will apply where the effects of drugs or alcohol constitute a safety issue, but Fletcher is also committed to effectively managing the broader issue through education, training and rehabilitation, including professional medical advice.

**Underlying principles**

Fletcher has a legal obligation to protect the health and safety of all employees, contractors, clients and others on Fletcher sites. More importantly, meeting such an obligation is also a fundamental matter of core values. In the same way, all employees and contractors have an obligation to protect their own personal safety and to ensure that no action or inaction on their part will cause harm to any fellow employee or other personnel while at work. All employees and contractors will be required to comply with the standard under the terms of their individual or Contractor Agreements.

*The bottom line is zero tolerance for unsafe drug and alcohol abuse.*
Company functions
Social and sporting functions recognised by Fletcher are for the enjoyment of all. It is up to each employee to take personal responsibility for their actions so that everyone has an enjoyable time. All employees attending a company function (whether on-site or off-site) should be aware that they are subject to Company Rules. Where there is alcohol at company functions, Fletcher will put in place strategies to promote a safer drinking environment which will include:
- Provision of substantial food.
- Provision of non-alcoholic and low alcohol beverages.
- Serving of alcohol with care and responsibility.
- Identification of and responsible approaches to dealing with intoxicated and underage people.

Employees are expected to consume alcohol responsibly and behave in an acceptable manner. Employees who intend to drive are expected to leave the premises in a condition to legally do so, or make alternative arrangements to avoid driving.

Confidentiality / privacy act
Any information gathered as a result of testing and / or participation in the Fletcher Drug and Alcohol Rehabilitation Programme is only collected for the purpose of implementing this standard and achieving its objectives. All information will be stored in accordance with the Privacy Act 1993. Such information will be held for the duration of the individual’s employment with Fletcher, or longer where deemed necessary. A breach of confidentiality under this standard will be regarded as a breach of Company Rules and disciplinary action will result.

Education and training
Initial introduction
All employees will have access to this standard and associated material, and will attend familiarisation sessions which will address any questions and / or concerns.

Ongoing education
Fletcher will develop and support ongoing education programmes to maintain awareness of the issues relating to the use of drugs and alcohol, and promote the use of company sponsored programmes to assist employees with problems associated with substance abuse.

Manager / supervisor training
Fletcher managers and supervisors will be provided with training to educate them on their responsibilities under this standard.
Taking a tougher line.

The Standard strictly prohibits:

**Use & supply**
Any person taking, selling, supplying or being in possession of illicit or restricted drugs or alcohol (other than company-supplied alcohol at an approved company function or prescribed / pharmaceutical medication) in a Fletcher workplace has breached the Company Rules.

This breach will be treated as serious misconduct resulting in:
- For employees: disciplinary action, up to and including dismissal.
- For contractors and visitors: exclusion from site, up to and including permanent exclusion.

*Note: No drug or alcohol test is required in these circumstances for consequences to result.*

**Abuse of drugs**
Having a level of drug and / or metabolite in the system in a Fletcher workplace that exceeds the cut off concentrations listed in the Australian / New Zealand Standard AS/NZS 4308:2008 or where concentrations exceed cut off levels determined by the laboratory for those drugs / metabolites not listed in AS/NZS 4308:2008 ‘Procedures for specimen collection and the detection and quantification of drugs of abuse in urine’, or equivalent updates.

**Use of prescribed or pharmaceutical medication**
If an employee, contractor or visitor is on medication which is either prescribed or purchased from a pharmacy or is otherwise ‘over the counter’, it is the individual’s responsibility to seek advice from their doctor, pharmacist or other medical practitioner as to whether that medication has any potential side effects which could cause impairment in their job or work activities.

The individual should immediately notify their manager / supervisor of any potential risk so that necessary steps such as temporary provision of alternate duties (if available and appropriate) can be arranged. A medical opinion may be sought on the effects of any prescribed drugs or medication in the workplace and how best to effectively manage these.

All information received will be treated in the strictest confidence to protect privacy rights.
Abuse of alcohol
Having a level of alcohol in the system in a Fletcher workplace that exceeds Fletcher’s breath alcohol tolerance level (100 micrograms of alcohol per litre of breath).

Note: Under 20 years of age? While the site limit of 100mcg/l applies to all, the legal limit on New Zealand roads for drivers under 20 years of age is 0 mcg/l.

Detectable alcohol test result
If the confirmed result is between 101-250 micrograms of alcohol per litre of breath the test is deemed to be detectable. The employee will be stood down from work for the remainder of the day and will not be paid during this time. The manager will meet with the employee to discuss the detectable result, and will determine whether any disciplinary action and / or rehabilitation is required.

Positive alcohol test result
If the confirmed result is more than 250 micrograms of alcohol per litre of breath the test is deemed to be positive. The employee will be stood down from site for the remainder of the shift and will not be paid for this time. Formal investigation will take place which may result in disciplinary action up to and including dismissal.

Note: A breach of this standard (e.g. return of a detectable or positive alcohol test) by a contractor shall result in the individual being excluded from site – up to and including permanent exclusion.
A programme of D&A testing.

Drug & alcohol detection
As a condition of entering a Fletcher workplace, any person may be subject to drug dog inspection. Any vehicle, bag and other personal belongings may be inspected for drugs, drug paraphernalia or alcohol within the confines of the workplace.

Drug & alcohol testing

Pre-employment testing
A drug test will be a condition of employment at Fletcher. An offer of employment is conditional upon a negative pre-employment drug test result. Refer to flowchart on page 9.

Internal transfer testing
Where an employee is transferring from one Fletcher workplace to another, the employee may be required to undertake a drug test prior to starting work in the new site for safety reasons. Refer to flowchart on page 9.

Post accident / incident testing
When an accident / incident could have been caused by drug or alcohol-induced impairment, the appropriate manager will determine whether a test is required. Refer to flowchart on page 10.

Just cause testing
Where behaviour is observed that causes concern that an individual could be a safety hazard due to the effects of drugs or alcohol, or that the individuals actions, behaviour or performance may be affected by drugs or alcohol the manager will be informed, interview the individual and determine whether to test. Refer to flowchart on page 11.

A ‘Just Cause’ Assessment Form has been developed to assist supervisors and managers to detect possible signs of drug or alcohol affected behaviour. Refer to form on page 12.

Random testing
Fletcher may at any time undertake drug and / or alcohol testing of employees and contractors in a Fletcher workplace. Random testing may be undertaken across the company, or in a particular workplace. The percentage of people to be tested will be set by the authorising manager, whilst
A programme of D&A testing.

the selection process and testing will be managed by an independent approved service provider. Refer to flowchart on page 13.

Contractors
For contractors Fletcher will meet the cost of onsite drug and alcohol screening and subsequent confirmation testing.

Others on site
Any person(s) on a Fletcher site or place of work is covered by this standard. This will include but not be limited to employees, contractors, subcontractors and visitors.

Extended testing
Following post accident / incident or just cause testing, Fletcher may also choose to have the specimen tested for the presence of any drug / metabolite which would not be detected with a standard ‘onsite screening test’ (e.g. Synthetic THC, LSD, Cathinone derivatives etc.). Non-negative samples will be forwarded to the laboratory for confirmation.
Pre-employment / internal transfer drug testing process.

Preferred applicant will be informed that employment / transfer offer is subject to a negative drug test.

Applicant requested to take test.

- **DECLINES**
  - **Employment:** Applicant no longer considered for the position
  - **Transfer:** Refer to Fletcher Disciplinary Process

- **AGREES**
  - Company arranges for drug test at an approved testing facility

- **POSITIVE**
  - Or tampered with or contaminated

- **NEGATIVE**
  - Proceed with employment / transfer offer
Post accident / incident drug testing process.

Accident/incident causes concern that individual/s could be a ‘safety hazard’ due to the effects of drugs or alcohol

Manager determines whether to test

- **TEST NOT REQUIRED**
  - Individual returns to work when ‘fit for work’ (Manager’s responsibility)

- **TEST RECOMMENDED**
  - Individual asked to take test

**Contractor**: Employer advised. Contractor excluded from site, up to and including permanent exclusion.

**EMPLOYEE: DISCIPLINARY PROCEDURE**

- **WARNING / DISMISSAL**
  - Screening test undertaken on site or at the provider testing premises by approved service provider

- **NON-NEGATIVE**
  - Employee: stood down from site (on full pay) until confirmation results are received

- **NEGATIVE**
  - Contractor: stood down from site until confirmation results are received (employer advised)

- **CONFIRMED POSITIVE**
  - Or tampered with or contaminated
    - Disciplinary Interview
    - Pay suspended from and including day confirmation result is received

- **CONFIRMED NEGATIVE**
  - Or tampered with or contaminated
    - Individual excluded from site, up to and including permanent exclusion

**Employee**: Rehabilitation Programme offered

  - First time only – second time at General Manager’s discretion

**Contractor**: Employer advised. Contractor excluded from site, up to and including permanent exclusion.

**Employee**:

- Back to work if ‘fit for work’

- **DECLINES**

- **AGREES**

**Contractor**:

- Rehabilitation

- **DECLINES**

- **AGREES**

**REHABILITATION**
Just cause drug testing process.

Observed behaviour causes concern that individual could be a ‘safety hazard’ due to the effects of drugs or alcohol

Manager informed – Manager to complete the Just Cause Assessment Form.

Individual interviewed for explanation of behaviour

Other issues

Possible drug or alcohol involvement.

TEST NOT REQUIRED

Individual returns to work when ‘fit for work’ (Manager’s responsibility)

TEST RECOMMENDED

Individual asked to take test

Contractor: Employer advised. Contractor excluded from site, up to and including permanent exclusion.

Employee: stood down from site (on full pay) until confirmation results are received

Contractor: stood down from site until confirmation results are received (employer advised)

Screening test undertaken on site or at the provider testing premises by approved service provider

EMPLOYEE/DISCIPLINARY PROCEDURE

WARNING / DISMISSAL

NEGATIVE

CONFIRMED POSITIVE

Disciplinary Interview
Pay suspended from and including day confirmation result is received

Employee: Rehabilitation Programme offered
First time only – second time at General Manager’s discretion

Contractor: Employer advised. Contractor excluded from site, up to and including permanent exclusion

Back to work if ‘fit for work’

DECLINES

DECLINES

AGREES

AGREES

REHABILITATION

CONFIRMED NEGATIVE

Or tampered with or contaminated

Individual excluded from site, up to and including permanent exclusion

CONFIRMED NEGATIVE

Or tampered with or contaminated

Employee: stood down from site (on full pay) until confirmation results are received
# Just cause assessment form

When assessing for ‘Just cause’, physical, behavioural and performance symptoms and signs must be considered. If a person exhibits signs and / or behaviours as listed below Supervisors / Managers should consider alcohol and / or drug use as a possible cause. The signs may occur singularly or in combination and not necessarily in the order in which they are listed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
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<tbody>
<tr>
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1. Record signs of possible drug and / or alcohol abuse
The indicators listed below are ‘behavioural warning signs’ of drug and / or alcohol abuse and may be observed – in particular, look for changes to normal behaviour. Tick boxes where indicators are currently being observed.

### Sudden unexplained change in performance
- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgement / more mistakes than usual
- Difficulty in recalling instructions
- Increased difficulty in handling complex situations

### Unusual behaviours
- Withdrawn or improperly talkative
- Argumentative
- Exaggerated sense of self-importance
- Other unusual or out of character behaviour

### Emotional signs
- Depressed
- Anxious
- Irritable
- Suspicious
- Emotional unsteadiness
- Mood changes after lunch or break

### Accidents
- Taking needless risks
- Disregard for safety of others
- Higher than average accident rate

### Physical symptoms
- Constricted / dilated pupils
- Drowsiness / unconsciousness
- Odour of alcohol / marijuana
- Skin sores / needle marks
- Red or watering eyes / droopy eyelids
- Dizziness / nausea or vomiting
- Involuntary eye movements / blurred vision
- Poor muscular coordination
- Stuffy or runny nose
- Excessively active / twitching
- Difficulty concentrating
- Slow and slurred speech
- Bizarre / violent behaviour

### Absenteeism
- Increase in absenteeism and tardiness, especially Mondays, Fridays, before and after holidays
- Frequent unreported absences, later explained as ‘emergencies’
- Frequent use of unscheduled leave
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

### Relationship to others
- Overreaction to real or imagined criticism
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Persistent job transfer requests

2. Record comments and explanations
Comments / Explanation of person (if offered)

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### Supervisor / Manager name
Position
Date / Time
Random drug testing process.

Authorising manager or independent service provider randomly selects a site/location for testing

On arrival at site a random selection of individuals is undertaken by the service provider

Selected individuals requested to take test

Contractor: Employer advised. Contractor excluded from site, up to and including permanent exclusion.

Employee: Disciplinary Procedure

Screening test undertaken on site by approved service provider

Employee: stood down from site (on full pay) until confirmation results are received

Contractor: stood down from site until confirmation results are received (employer advised)

Non-negative

Confirmed negative

Confirmed positive

Or tampered with or contaminated

Rehabilitation Programme offered

First time only – second time at General Manager’s discretion

Disciplinary Interview

Pay suspended from and including day confirmation result is received

Individual excluded from site, up to and including permanent exclusion

Back to work if ‘fit for work’

Confirmed positive

Or tampered with or contaminated

Employee: stood down from site (on full pay) until confirmation results are received

Contractor: stood down from site until confirmation results are received (employer advised)

DECLINES

DECLINES

AGREES

AGREES

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AGREES

DECLINES

DECLINES
Alcohol testing process.
Applicable to post accident / incident, just cause and random testing

Individual asked to undergo breath alcohol screen test

**Contractor:** Employer advised. Contractor excluded from site, up to and including permanent exclusion.

**Employee:**

- **Declines**
- **Agrees**

**Employee: Disciplinary Procedure**

- **Warning / Dismissal**
- **Confirmation test required after 15-20 minutes**

**First Test**

- **Negative** ≤100 mcg/litre**
  - Employee / Contractor returns to full duties – no further test required

- **Detectable** 101-250 mcg/litre
  - Confirmatory test required

- **Positive** >250 mcg/litre
  - Employee stood down from site for the remainder of the shift (without pay)

**Second Test**

- **Negative** Confirmatory Test Concentration ≤100 mcg/litre
  - Employee / Contractor returns to full duties

- **Detectable** Confirmatory Test Concentration 101-250 mcg/litre
  - Employee stood down from site for the remainder of the shift (without pay)
    - Ensure alternate means of transport home is arranged.

- **Positive** Confirmatory Test Concentration >250 mcg/litre
  - Employee stood down from site for the remainder of the shift (without pay)
    - Disciplinary action up to and including dismissal

**Declines**

Rehabilitation Programme offered
First time only – second time at General Manager’s discretion

**Agrees**

**Rehabilitation**

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* A confirmed ‘detectable’ or ‘positive’ result by a contractor will result in the individual being excluded from site – up to and including permanent exclusion

** mcg/litre = micrograms of alcohol per litre of breath
Alcohol testing procedure

1. The test for alcohol will be carried out by using a breath alcohol testing device, which complies with the Australian Standard AS 3547-1997 ‘Breath alcohol testing device for personal use’, for the measurement of alcohol.
2. An informed consent form will be given to the individual by the testing provider to be read and signed.
3. The first test will require the individual to blow into the device with a disposable mouthpiece.
4. If the result is negative (equal to or less than 100 micrograms of alcohol per litre of breath) no further test will be required and the individual can be returned to full duties.
5. If the result is ‘detectable’ (between 101 and 250 micrograms of alcohol per litre of breath) or ‘positive’ (more than 250 micrograms of alcohol per litre of breath), a confirmatory test on the same device (using a new mouthpiece) will be taken after a 15-20 minute period.
6. The time and result will be recorded.
7. If the concentration of alcohol in the confirmatory test remains ‘detectable’ or ‘positive’ the individual will be stood down from site for the remainder of the shift and will not be paid for this period of time.

Note: Where an individual is stood down, consideration needs to be given to ensuring safe transport home / off-site.

- Detectable result (confirmed) – manager will meet with the employee to discuss the detectable result, and will determine whether any action and / or rehabilitation is required
- Positive result (confirmed) – Formal investigation will take place which may result in disciplinary action up to and including dismissal.

Under 20 years of age

- The site limit of 100 mcg/l applies to all.
- However of note the legal limit on New Zealand roads for drivers under 20 years of age is 0 mcg/l.
- An individual under 20 who returns a level of between 1-100 mcg/l will not be in breach of this standard but should be aware they are over the legal limit to drive on New Zealand roads.

Note: A breach of this standard (e.g. return of a confirmed ‘detectable’ or ‘positive’ result) by a contractor will result in the individual being excluded from site – up to and including permanent exclusion.
A programme of D&A testing.

Drug testing procedure

All aspects of the drug testing procedure will be conducted with a urine sample. All aspects of the urine testing will be carried out according to the strict criteria of AS/NZS 4308-2008 ‘Procedures for the specimen collection and the detection and quantitation of drugs of abuse in urine’.

For pre-employment or internal transfer testing, the individual will report to the Fletcher occupational health service provider premises, while for post accident / incident, just cause and random the service provider will conduct the test on site or at their premises. The individual will be required to produce identification. They will then be required to comply with the following procedure:

1. An informed consent form will be given to the individual by the testing provider to be read and signed.
2. A drugs testing custody and control form will be completed.
3. A specimen will be provided.
4. The individual will be able to observe the entire collection process.
5. The individual also may note the temperature reading on the collection bottle and verify the temperature reading was correctly recorded on the form.
6. If the initial drug screen is negative, the individual will be notified and that is the end of the drug testing process.
7. In the event of a ‘non-negative result’, the sample will be split into two separate samples and then dispatched to the laboratory for confirmation testing in accordance with AS/NZS 4308-2008. The individual will be asked to read, sign and date the chain-of custody statement certifying the specimen is that individual’s and has not been changed or altered at the time of collection.
8. Diluents and masking agents can also be tested for, to determine if deliberate specimen adulteration has occurred.
9. A positive test will only be reported by the testing facility if Gas Chromatography Mass Spectrometry (GCMS) or Liquid Chromatography Mass Spectrometry (LCMS) confirms the level of a drug or metabolite that is equal to or above the confirmation cut-off level as defined in AS/NZS 4308-2008 (or equivalent updates).
10. The testing facility will also report if the sample is abnormally dilute or has been adulterated in any way.
11. If an individual disagrees with an initial positive test result then they have the option of having the second split sample tested at another accredited laboratory.
This request should be made within 30 days of receiving the initial result and this reanalysis looks for the presence of any amount of the drug (i.e. it is not restricted to cut-off levels).

12. 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 individual. 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 Fletcher.

13. In the event of a confirmed positive result the employee will remain off work but pay will cease. The employee will be subject to a disciplinary interview. Please refer to Rehabilitation process for next steps.

- In the event of a confirmed positive result where results fit with medication declared at the time of collection, manager to contact the Fletcher Rehabilitation specialist to discuss fitness to work.

Procedure in an emergency situation

Where it is not practicable for a test to be carried out immediately due to injuries to the individual or where other corrective actions are required (injury, fire, spill etc.), the manager or supervisor must:

- Attend to the other corrective actions.
- Notify the testing agency. Where hospital testing is required they will arrange this as soon as practicable.
- Ensure that a Fletcher representative accompanies the individual at all times, including to the collection agency / hospital / doctor.
- If the injuries preclude immediate tests, ensure the tests are carried out at the first practicable opportunity.

Updates to testing methods

Fletcher will continue to review its testing methods with the aim of using testing which provides the best assessment of drug abuse together with the least invasive impact on our workforce.

As outlined above, following post accident / incident or just cause testing, Fletcher may also choose to have the specimen tested for the presence of any drug / metabolite which would not be detected with a standard ‘onsite screening test’ (e.g. Synthetic THC, LSD, Cathinone derivatives etc.). Non-negative samples will be forwarded to the laboratory for confirmation.
Rehabilitation and support.

The company will extend the current Employee Assistance Programme (EAP) to embrace the intent of the Drug and Alcohol Standard.

Provision of rehabilitation applies to Fletcher employees only. Contractor or principals are encouraged to develop their own rehabilitation programme. Fletcher may be able to provide guidance and assistance.

Voluntary drug and alcohol rehabilitation

Fletcher employees may choose to voluntarily join the company Drug and Alcohol Rehabilitation Programme or another approved rehabilitation programme.

Fletcher will assist in voluntary rehabilitation through an initial assessment and up to five sessions with a drug and alcohol addiction counsellor.

Procedure

1. Employees phone toll free 0800 327 669 (available 24/7) and request information on the company Drug and Alcohol Rehabilitation Programme.

   Note: All communications between the individual and the rehabilitation specialist will be strictly confidential. No information relating to the individual will be communicated back to the company, except if there is a safety implication at the site.

2. The employee will be entitled to up to five sessions with a rehabilitation counsellor. The employee must fund any rehabilitation beyond the five sessions.
Fletcher requested drug and alcohol rehabilitation

Fletcher will provide a Drug and Alcohol Rehabilitation Programme for employees testing positive for drugs or alcohol under the ‘post accident / incident’, ‘random’, ‘just cause’, and ‘internal transfer’ testing clauses of the Drug and Alcohol Standard. Refusal to participate in the Drug and Alcohol Rehabilitation Programme may result in disciplinary action, including dismissal.

Note: An employee’s agreement to participate in rehabilitation will not be a bar to disciplinary action including summary dismissal.

The programme will involve:

1. An assessment and recommendation of specific rehabilitation needs. Rehabilitation may range from a number of counselling sessions to referral to other external rehabilitation services.

2. The signing of an individual Health Rehabilitation Contract (see page 21), to include:
   - Acknowledgment of a positive drug or alcohol test;
   - Commitment to a Drug and Alcohol Rehabilitation Programme;
   - Consent to follow-up tests (random and specific) on completion of the Drug and Alcohol Rehabilitation Programme;
   - Permission for company representatives to discuss recommendations and compliance with rehabilitation providers;
   - Acknowledgement that, for health and safety reasons, the employee will be unable to resume work until a negative test is returned.

3. Fletcher funding:
   - An initial assessment;
   - Up to five sessions with a drug and alcohol rehabilitation counsellor;
   - Additional costs of rehabilitation as deemed appropriate by the General Manager;
   - Employees will be required to use leave entitlements for absences during the Rehabilitation Programme. If no leave is owing, the employee will need to take leave without pay to complete the rehabilitation sessions.

Note: Samples taken during rehabilitation follow-up will be forwarded to the lab for comparative testing to take place.
Rehabilitation process.

Positive test advised

Manager prepares for disciplinary interview

Manager prepares a list of local Alcohol and Drug Rehabilitation Services (in conjunction with Human Resources / EAP / Company Doctor or Occupational Health Nurse)

Disciplinary interview with Manager, Employee, and Employee Representative (optional)

Rehabilitation Programme offered
First time only – second time at General Manager’s discretion

DECREASES

WARNING / DISMISSAL

Employee agrees to a health rehabilitation contract (see example on next page)

Agreed programme established

Employee returns to work after a negative test is returned

Employee fails to complete rehabilitation

Employee completes rehabilitation

Rehabilitation follow-up tests for Employee (to be negative on each occasion)
Following onsite screening samples sent to lab to allow for future comparative testing if required.

AGREES

NON-NEGATIVE

Employee stood down on full pay until result of confirmatory test is known

NEGATIVE

Employee will be unable to return to work for H&S reasons, and will remain stood down without pay until a negative test is returned.

Discussion includes type of services available, implications of refusing rehabilitation, health contract, costs and leave, ongoing testing, time frame.

Note: An employee’s agreement to participate in rehabilitation will not be a bar to disciplinary action including summary dismissal.

DISCIPLINARY PROCEDURE

PosITIVE

Or tampered with or contaminated

NEGATIVE

No further action

A Fletcher Building company
Health rehabilitation contract

Name
Home address

I, (name), hereby acknowledge that on receipt of a positive (alcohol / drugs) test on (date), my continued employment with The Fletcher Construction Company Limited is subject to the following terms and conditions:

1. I am committed to full participation in the Health Rehabilitation Programme with the service provider(s) as agreed with The Fletcher Construction Company Limited. I agree to attend all sessions, and to complete the requirements specified by the programme. I authorise the service provider to release the following non-medical information to The Fletcher Construction Company Limited:
   a. Whether I have kept initial or subsequent appointments;
   b. Whether the service provider recommends a course of treatment;
   c. Whether I am following the recommended course of treatment;
   d. A recommendation as to whether or not a return to work is appropriate at any given time;
   e. Whether I have completed the required course of treatment.
I understand that should I not attend the initial or subsequent appointments or not complete the required course of treatment then this will be considered a breach of contract and may result in my dismissal.
I understand that after the initial positive test is advised I will be unable to resume work, for health and safety reasons, until a negative test is returned.

2. I agree to undertake this programme outside of my working hours, or using my annual leave entitlement.

3. I agree that, if on any future occasion I am found to be in possession of, selling or taking drugs or alcohol on site, or if I return a positive drugs or alcohol test, the consequence may be dismissal without notice.

4. I agree to undertake random screening tests during and after my initial treatment. The frequency of these tests will be determined at the initial programme setup. I agree to the release of the results of these tests to The Fletcher Construction Company Limited, and I understand that a positive test result from any of these tests may result in my dismissal without notice.

5. I acknowledge that the terms specified above are in addition to the terms and conditions of my current employment, and I agree to be bound by the conditions in both documents.

6. I acknowledge that any breach of this contract may result in disciplinary action including dismissal.

Employee signature Date

For and on behalf of The Fletcher Construction Company Limited Date

Witness Date
Standard definitions.

**Adulteration**: Deliberate use of a substance to compromise, or attempt to compromise the integrity of a sample in order to attempt to ‘beat’ the drug test e.g. Specimen dilution, using a masking agent or providing a substitute specimen.

**Alcohol**: Every beverage that contains ethyl alcohol, or ethanol. Where actions involve the deliberate or unintentional abuse of alcohol, whether or not consumed in the workplace, the person will be covered by this standard.

**Authorising manager**: Senior manager within the construction division designated to liaise with the service provider.

**Breath Alcohol Testing Device**: A breath alcohol testing device is a unit designed to accurately measure breath alcohol content. The unit must meet the Australian Standard: AS 3547-1997 / Amendment 1-2000 (Type 2).

**Chain of custody**: A series of procedures to account for the integrity of each specimen by tracking its handling and storage from point of collection to disposal of the specimen.

**Collector**: A person who has successfully completed a course of instruction for specimen collection and, if relevant, on site screening, storage, handling and despatch, and has received a certificate of attainment in accordance with the Australian Quality Training Framework or New Zealand equivalent.

**Company**: The Fletcher Construction Company Limited, its subsidiaries and joint ventures.

**Contractor**: Any worker in a Fletcher workplace including labour-only contractors, nominated contractors, separate contractors and the like.

**Cut-off Concentration (Drugs)**: A urine level of drug and / or metabolite, dictated by table 2 of the Australian / New Zealand standard, AS/NZS 4308:2008 at and above which the laboratory will report as ‘positive’ and below which it will be reported as ‘negative’.

A urine level of drug and / or metabolite, not listed in table 2 of the Australian / New Zealand standard, AS/NZS 4308:2008 at and above which the laboratory will report as ‘positive’ and below which it will be reported as ‘negative’.

**Drugs**: Illicit, restricted and some currently legal drugs which have the potential to cause impairment, e.g. cannabis and hashish, opiates (such as heroin and morphine), cocaine, amphetamine type substances (speed, ‘P’, ecstasy and party pills containing benzylpiperazine), synthetic THC, cathinone derivatives. The term also includes misuse of
some prescription drugs (e.g. tranquillisers, sedatives) and other currently legal party pills and herbal highs. Other ‘mind altering’ substances can be added to the testing suite as they become available and are misused. Where actions involve the deliberate or unintentional use of drugs, whether or not used in the workplace, the person will be covered by this standard.

**Drug Test:** A scientifically reliable method for determining the presence of controlled substances in a urine specimen, performed in accordance with procedures specified in the Australian / New Zealand Standard, AS/NZS 4308-2008 (or any revised version).

**Employee:** Any employee of Fletcher including those working for subsidiaries, joint ventures and the like.

**Informed consent:** A process by which the testing provider will disclose information regarding the test and its purpose to an individual so that permission (consent) to proceed is done so in full knowledge.

**Integrity test:** Testing for substances that affect the detection or quantitation of drugs / metabolites in the specimen.

**Internal Transfer:** Internal transfer being a transfer from one Fletcher workplace to another. A workplace may refer to a business unit, project site or location.

**Laboratory:** A testing facility accredited against AS/NZS 4308:2008 (or any updates) at which the analytical procedures are carried out.

**Metabolite:** A breakdown product of a drug that may be less toxic and easier to excrete than the substance taken. Some drugs are not broken down, but they are converted into a form that is more water soluble. They are also metabolites.

**Negative Test Result:** Any screening or confirmatory drug test that unequivocally confirms a result at or below cut-off concentrations for the type of testing conducted.

**Non Negative Test Result:** Any screening drug test result that indicates the presence of drugs or where the integrity of the result is suspect such that there is a requirement for confirmatory testing by an accredited testing laboratory.

**Onsite Screening Test:** An immunoassay device used to exclude the presence of drugs and / or metabolites in urine at the site of specimen collection and which has been verified in accordance with Appendix B of AS/NZS 4308:2008 (or any updates).

**Workplace:** Any Fletcher place of work including company property, other properties controlled by the company and company vehicles or vehicles being used in the course of work.
Drug and Alcohol Policy

We are committed to responsibly meeting our occupational health and safety obligations by providing a working environment free from the effects of drugs and alcohol.

We will:

- Work with employees, their representatives and sub-contractors to promote an environment free from the harmful effects of drug and alcohol impairment.
- Raise awareness and provide training about the potentially harmful effects of drugs and alcohol in the workplace.
- Actively support the training programmes of industry bodies focused on improving safe work practices.
- Offer to help and rehabilitate employees with drug and alcohol problems.
- Treat all workers consistently across the organisation in testing, selection and application of the procedures.
- Protect privacy and confidentiality in the operation of this policy.
- Comply with relevant health and safety legislation, regulations, codes of practice and Fletcher safe operating procedures.
- Ensure the organisation complies with its legal duties by removing anyone from the worksite who is deemed ‘unfit for work’ or ‘under the influence’, or where the presence of drugs or alcohol is in excess of accepted standards.

Graham Darlow
Chief Executive – Construction Group
Fletcher Building Limited

Date: July 2015