

Railtrain Holdings Group (RHG) Pty Ltd is committed to providing a safe working environment and promoting personal health and wellbeing. RHG considers the use or influence of alcohol and other drugs on a work premise as unacceptable. RHG acknowledges but does not condone the fact that some individuals use alcohol and/or drugs in their own time.

RHG's Alcohol and Other Drugs policy expects:

- Employees, staff, visitors, and sub-contractors shall not attend work with any substance in their body that may affect their work performance.
- The use, sale, possession or distribution of alcohol, drugs or other medication during designated work hours is strictly prohibited.
- The declaration of prescription and non-prescription medications.
- All employees, staff, visitors, and sub-contractors will comply with all of our client's alcohol and other drug policies and procedures.
- When beverages are provided at RHG functions, attendees will be encouraged to consume non-alcoholic or low strength alcohol.
- RHG reserves the right to conduct alcohol and other drug testing of all employees, staff, visitors, and sub-contractors through a suitably qualified person under the following circumstances:
 - Random testing;
 - For cause testing;
 - Post-accident testing; &
 - On suspicion testing.
- RHG will make every effort to assist employees who wish to seek treatment or rehabilitation for drug and alcohol dependency.
- Any employee, staff, visitor, or sub-contractor who breaches this policy will be subject to disciplinary action that may lead to the termination of employment.
- Compliance with all applicable National and State alcohol and other drug legislation and standards.

CONFIDENTIALITY

Confidentiality in relation to the misuse or abuse of alcohol and other drugs is fundamental to protecting the privacy of individuals and in encouraging a person's acceptance of prevention and treatment measures. Maintaining confidentiality is the responsibility of RHG managers, supervisors, ALL employees and staff.

All test results are to be treated as "confidential" and are to be accessible strictly on a need to know basis.

This policy applies to people at all levels of the organisation. This policy is not directed at the taking of prescribed drugs for medical purposes, but at situations where alcohol or other drug use affects the performance and/or safety of persons.

This policy is designed to achieve a drug and alcohol-free work environment for all employees, staff, visitors and sub-contractors therefore assisting RHG to achieve its goal of zero accidents and injuries.

RHG trusts that all of you will join us in a personal commitment to make safety a way of life.

Authorised by



Gary McLaughlin | Chief Executive Officer
Railtrain Holdings Group Pty Ltd

All legal entities under Railtrain Holdings Group (RHG) are bound by this policy.