

## ALCOHOL, DRUGS AND BETEL NUT POLICY

ORGANISATION:	Kokoda Track Foundation
ACN:	103 660 948
POLICY TITLE:	Alcohol, Drugs, and Betel Nut
VERSION:	4
STATUS:	Final
ALLIED POLICIES / PROCEDURES:	Code of Conduct Working with Communities Policy Volunteer Policy
OWNER:	Senior Management
APPROVED BY:	CEO
LAST UPDATE:	29.04.2024
NEXT REVIEW DATE:	29.04.2026



### INTRODUCTION:

'Workplace alcohol and illicit drug use' refers to alcohol and/or drugs, including betel nut, consumed during work hours or immediately before commencing work. It also includes consumption that occurs outside of normal working hours that may influence a person's capacity to perform their work, on work premises and/or during work hours.

The purpose of this policy is:

1. To ensure the workplace health and safety of all KTF staff, contractors, volunteers, partners and related personnel working in Papua New Guinea across all KTF program and project sites and locations.
2. To ensure ongoing and consistent company integrity in line with this policy. KTF has a zero-tolerance stance for any breach of this policy. It is our intent and obligation to provide an alcohol and drug free environment for our staff, representatives, and beneficiaries.

### SCOPE:

This policy applies to the following:

1. All personnel and associates of KTF as outlined below:
  - Full-time, part-time and casual staff
  - Individual contractors and consultants
  - Volunteers
  - Board members and Directors
  - Partners that have a formal / contractual / financial relationship with KTF
  - Interns
  - Work experience students
2. For others engaged by Kokoda Track Foundation (known as 'representatives') serving under KTF for a period of one day or longer such as:
  - Journalists and media personnel
  - Photographers
  - Donors
  - Supporters
  - Guest presenters
  - Visitors including the spouse / partner or family member of KTF personnel or associates

## POLICY:

This policy aims to ensure a workplace environment free from alcohol, betel nut and the use of illegal drugs.

KTF strictly prohibits the use of alcohol, betel nut, or non-prescribed drugs in the workplace, whilst on KTF premises or in the field. KTF personnel and representatives are prohibited from consuming alcohol, betel nut or non-prescribed drugs at any time whilst delivering KTF programs and on KTF program sites. This includes (but is not limited to):

- KTF supported FODE Colleges and FODE Centres
- KTF supported aid posts
- KTF supported schools
- KTF supported safe houses
- Villages and/or communities where KTF programs are being delivered
- Venues hired by KTF for the delivery of programs, e.g. training venues
- Exchange programmes

Employees and representatives have a duty in relation to the health, safety, and welfare of themselves, their colleagues and the company. Employees and representatives are expected to fulfil their respective duties on time and in an appropriate mental and physical condition.

The use, sale, or possession of alcohol or drugs by KTF personnel and/or representatives whilst at program delivery locations, will result in disciplinary action, up to and including termination and possible criminal prosecution (in the case of illegal drug activities).

KTF also discourages non-workplace drug and alcohol abuse.

## PROCEDURES:

KTF reserves the right to request a drug or alcohol test, or in-depth interview, of any personnel, associates or representatives based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to:

- Physical evidence of use;
- Reports of use by another person;
- Involvement in an accident that causes serious damage to equipment or property or that results in an injury to themselves or another employee;
- A substantial decline in work performance;
- Behaviours that create a reasonable suspicion such as:
  - Movements (unsteady, fidgety, dizzy)
  - Eyes (dilated, constricted or watery eyes, or involuntary eye movements)
  - Face (flushed, sweating, confused or blank look)
  - Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts)
  - Emotions (argumentative, agitated, irritable, drowsy)
  - Actions (yawning, twitching)
  - Inactions (sleeping, unconscious, no reaction to questions).

If a confirmed positive test result is received, or the outcome of an interview confirms breach of policy, the responsible manager will engage with the employee to discuss the implications of the result and possible options for disciplinary action, treatment or rehabilitation, where appropriate. The responsible manager will then report to senior management and make recommendations for future action.

Any employee who tests positive - unless there are significant mitigating or aggravating factors - may be eligible to receive formal counseling or rehabilitation. A repeat positive test will receive more serious sanctions, e.g. a formal warning, a final warning, dismissal and possible criminal prosecution. Employees who require time off for alcohol and drug related problems may have access to KTFs Annual, Personal & Compassionate Leave Policy in the same way as other employees.

Failure to comply with a test or interview request may lead to disciplinary action, including termination from employment or engagement with KTF.

AGREEMENT: Please tick each box

- I confirm that I have read and understood the Kokoda Track Foundation's Alcohol, Drugs and Betel Nut Policy. I have had the opportunity to ask questions in relation to the understanding and application of the Alcohol, Drugs and Betel Nut Policy.
- I am aware that violation/s of this policy may subject me to disciplinary action, including termination from employment and / or criminal prosecution.
- I agree to comply with the Alcohol, Drugs and Betel Nut Policy.
- I understand that it is my responsibility, as a person engaged by KTF, to follow all policy behaviours and maintain expected standards.

Name:

Role:	
Sign:	
Date:	

Role:

Sign:

Date: