

DRUG AND ALCOHOL POLICY

For safety reasons **BYTE CONSTRUCT** maintains an alcohol and a drug-free workplace for all employees including contractors while at work or on duty. **BYTE CONSTRUCT** provides a comprehensive program which includes education, rehabilitation and testing components, along with supporting health and People resources. All employees are encouraged to seek assistance if they believe that they are under the influence of, or have a problematic use of alcohol or drugs of any kind.

BYTE CONSTRUCT has a vision of zero harm to our people resulting from our operations. Health and Safety above all else is a foundation value of our Company which we are committed to achieving through the elimination of personal damage.

BYTE CONSTRUCT as an employer have a duty to ensure that employees are not subject to unnecessary hazards. Part of this “duty to take reasonable care” relates to taking practical steps to ensure employees and contractors are both competent and in a fit state to work safety to minimize risks to themselves and their work mates.

Each and every worker has a duty of care to take reasonable steps to ensure their own safety and that of their workmates is not compromised. All employees and contractors are legally obligated to be in a fit state for work and to work safety.

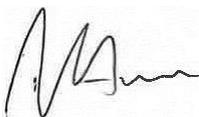
The use of alcohol, or drugs, which results in a person not being able to perform their job safely, is a breach of this duty of care.

While **BYTE CONSTRUCT** does not wish to intrude into the private lives of employees, if drugs or alcohol have a direct impact on an individual's work performance or on safety standards, it is **BYTE CONSTRUCT** responsibility to employees, clients and other people in our workplaces to intervene.

For the purposes of disciplinary action a warning shall be effective for a period of 12 months from the date of issue of the Non-Conformance.

A person having problems with alcohol and/or drugs:

- Will not be sacked if they are willing to get help.
- Must undertake and continue with the recommended treatment to maintain the protection of this program.
- Will be entitled to sick leave or leave without pay while attending treatment.



Terry Hare - Director

Date: 23rd July 2021

