

#### **OUR OBJECTIVES ARE:**

That Ausmite will ensure that all employees, contractors and visitors present and maintain themselves as being “fit for work” at all times whilst in the office, travelling on business or representing Ausmite at a client location.

#### **WE WILL ACHIEVE THIS BY:**

Effectively planning and managing our business and workplace activities in a manner that will ensure the “fitness for work” of all Ausmite employees and contractors.

Providing education, awareness and instruction to all employees, contractors and visitors regarding their obligation to be free from impairment resulting from the effects of fatigue, drugs, medication, alcohol and other physical or psychological impairment whilst at an Ausmite or client location working environment.

Demonstrating an unwavering commitment to this policy through our collective and individual actions.

#### **SPECIFICALLY, WE WILL:**

Communicate the requirements and objectives of this policy to our employees and contractors and bring to the attention of all visitors.

Document the arrangements for promoting, monitoring and ensuring “fitness for work”.

Provide industry standard training on the topic of fitness for work to all employees and extend that training to contractors as appropriate.

At the discretion of the Director, undertake a program of periodic or causal testing of employees and contractors and in any case comply with the testing requirements as stipulated by our clients that are to be applied at their workplaces.

Monitor the performance and behaviour of Ausmite employees and contractors and where considered appropriate will intervene to ensure pro-active management.

Encourage, support and assist any employee or contractor who reports or raises a concern about the “fitness for work” of themselves, their colleagues or a visitor.

Ensure that any complaints or reports about an actual or potential policy breach are treated confidentially and thoroughly investigated.

Apply equitable arrangements to address persons who may be considered as not ‘fit for work’.

Provide all employees with access to an Employee Assistance Program (EAP).

The Director of Ausmite shall review and amend, as appropriate, this policy on an annual basis.