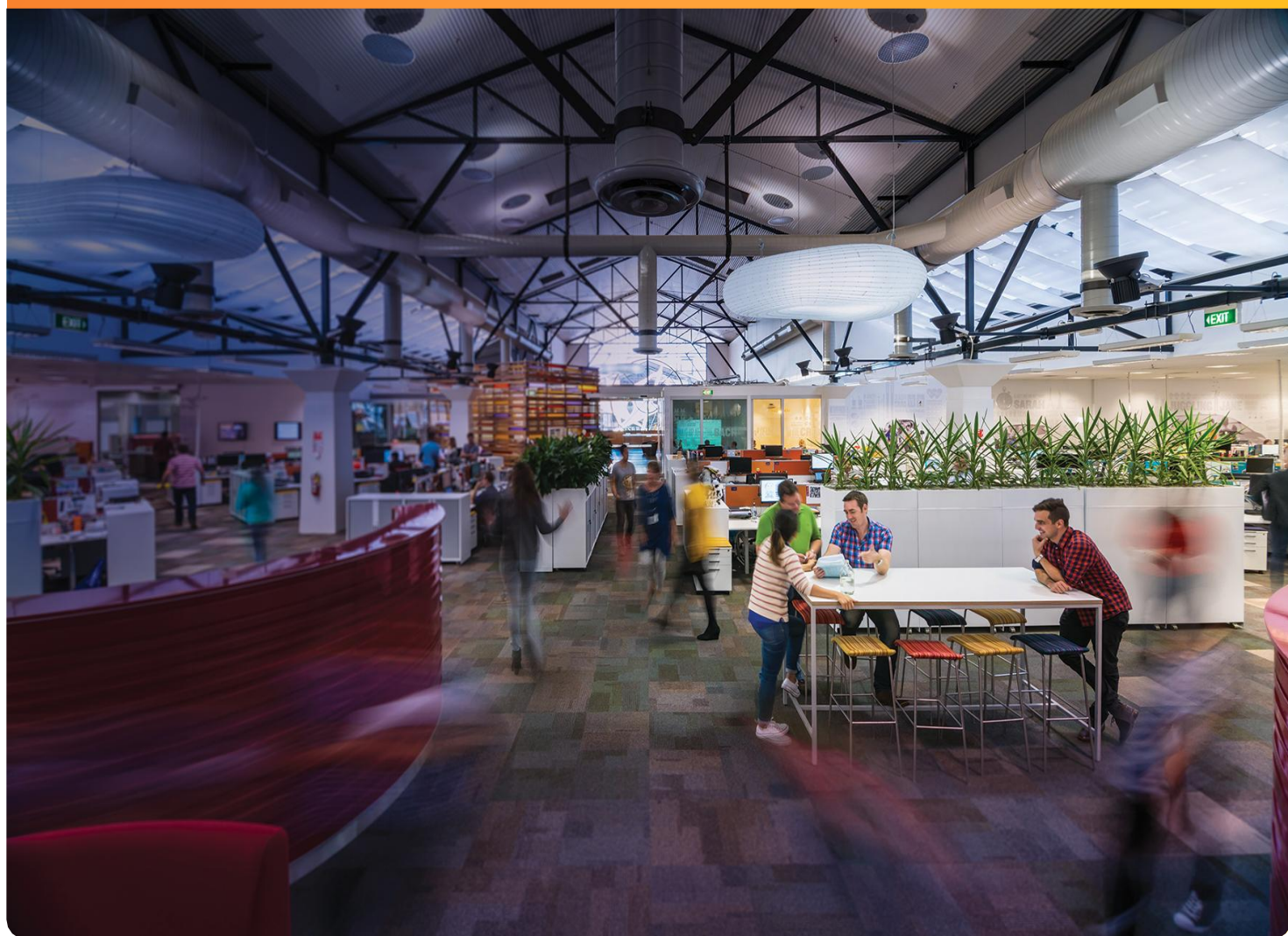




# Drug and Alcohol Policy

Effective Date: 01/03/2025



# About this Policy

## Our Why

The purpose of Z's Drug and Alcohol Policy is to provide a safe workplace and systems of work for all employees, contractors and visitors. To achieve this, Z is committed to ensuring that our people and the partners who work with us are not at risk of being impaired by alcohol or drugs while carrying out work.

## Scope

The policy applies to everyone at Z while they are carrying out work at Z, whether in a Z workplace or another workplace and other people in Z's workplaces.

## Our Guiding Principles

The following principles underpin Z's commitment to Safety and Wellbeing in relation to the management of drugs and alcohol in the workplace:

- We expect our people to take **personal responsibility** and make the right decision so that they are not at work when they are or might be impaired by drugs and/or alcohol.
- We **encourage** our people to seek support if they believe they have a drug and/or alcohol problem.
- We **communicate our expectations** about the risks associated with drugs and/or alcohol and the potential consequences.
- We implement a **fair and regular testing** regime, supported by an ongoing management approach, to help manage the risks associated with drugs and /or alcohol.

# Detail

## Our Collective Responsibility

All people employed or engaged to perform work for Z are expected to:

- carry out work in accordance with this policy and all other applicable Z policies, protocols, and procedures.
- be familiar with Z's drug and alcohol policy, guidelines and procedures.
- attend work in a fit state and not while under the influence of drugs and/or alcohol.
- return a "Negative" test result when tested for drugs or alcohol (as specified in the Z Drug and Alcohol Testing Procedure).

All Individuals are expected to comply with this policy while they:

- perform work for, or on behalf of Z during normal working hours;
- provide services to, or on behalf of Z during normal working hours; or
- are on premises owned, leased or controlled by Z unless otherwise authorised.

Z, as an employer is committed to:

- Providing a safe and healthy work environment, by ensuring that employees are not impaired in their ability to perform their duties and consequently reduce/prevent accidents and injuries in the workplace.
- Treating people per Z's Fair Go approach in the application of this policy and associated guidelines and procedures.
- Assisting Z employees who volunteer they have an alcohol and/or drug problems by providing an opportunity for rehabilitation.

## Our Agreed Expectations

Z people must not consume drugs and/or alcohol during their normal, scheduled or rostered work hours (including while on standby). The only exception to this is when Z people are attending a Z, client, or supplier sponsored meeting or event where alcohol may be consumed.

When attending external events, Z people are expected to remain professional and remember they are representing Z Energy.

Outside of the situations specified above, Z people are trusted to use their discretion, and to act responsibly, and to ensure that any consumption of alcohol, is in moderation, does not impact work related activities and is in accordance with the expected Z values, as outlined in the Z Code of Conduct.

## Drug & Alcohol Testing

Testing for drugs and/or alcohol may take place on the following occasions:

1. Pre-employment testing
2. Post-accident/Incident testing

3. Reasonable Cause testing
4. Random testing

Specific roles at Z have additional requirements. Random drug and alcohol testing applies mainly to those who are engaged by Z Energy as employees in a Safety Critical Role and contractors performing operational work on one of our sites. However, anyone may be subject to reasonable cause and post-incident testing.

All testing will be conducted by an independent testing provider, in accordance with the applicable AS/NZS Standards and all test results will remain confidential as outlined in the Z Drug and Alcohol Testing Procedure.

## **Breach of this policy**

If an employee is found to have breached this policy, they may be subject to disciplinary action up to and including termination of employment. The type and severity of the disciplinary action will depend upon the circumstances of the case, and the seriousness of the breach. In all cases Z will follow the Fair Go process.

Z may also take appropriate action in respect of a contractor who does not comply with this policy. For example, Z may notify the contractor's employer or agency, decline to allow the contractor to perform any further services or terminate any contract that it has with the contractor.

Candidates who are required to undergo drug and/or alcohol testing as part of their pre-employment and who return a positive drug and/or alcohol test will not receive an offer of employment, and any progressed offers will be withdrawn.

Any person in violation of this policy may be removed and restricted from Z owned or operated premises.

## **Employee Assistance Program**

Z provides an employee assistance program ("EAP") for all employees and eligible dependents. The EAP is designed to help individuals manage personal problems that can impact their wellbeing and work performance. Treatment is confidential.

## **Concerns**

Any issues or concerns regarding alcohol, drugs or entertainment at Z Energy are encouraged to be raised with your P&C or SWR Business Partner.

## Related procedures / documents

This policy should be read in conjunction with the Z Drug and Alcohol Testing Procedure

## Document management

Version	Date	Author	Comments
1.1	23/12/2024	A.Shand	Policy approved
2.0			
3.0			
3.0			

**Next review due: 01/03/2027**

