

WAKA-WH-POL-8.1.3-Drug and Alcohol Policy

Policy Statement:

The purpose of this policy is to:

- Demonstrate Ports of Auckland Limited's (POAL) commitment to Safety and well-being for their employees, casual workers, contractors, visitors and others working at, or using, POAL's premises or other areas where POAL personnel are working.
- Ensure our practices reflect our assurance to provide a workplace free from the risks associated with drugs and alcohol.
- Deliver effective drug and alcohol (D&A) testing to assist in the identification, assessment, and elimination of the risks of impairment from D&A use.
- Provide rehabilitation assistance.

Policy Scope:

This policy applies to all workers, PCBUs, and visitors who work in or visit POAL work sites.

Policy Detail:

Drugs and alcohol are recognised as potential hazards in the workplace, and the risks will be managed under this Policy and the POAL Drug and Alcohol standard.

The key aim of this policy is to achieve a risk-free workplace by engaging with our people through the provision of D&A testing services, educational support, training, and rehabilitation services.

To achieve a drug and alcohol-risk-free workplace, POAL will:

- Engage with our people and maintain safety, as it relates to drugs and alcohol, a visible priority.
- Deliver effective drug and alcohol assessments, controls, and rehabilitation services.
- Educate employees and contractors about avoiding drug and alcohol-related risks.
- Protect privacy and confidentiality in the operation of this policy.
- All POAL sites are alcohol-free sites and workplace social functions held off-site require approval from the General Manager or CEO for alcohol to be served.

Roles and Responsibilities:

This policy is to be applied fairly and consistently.

Roles	Responsibilities
Managers	<ul style="list-style-type: none"> • Managers are directed to apply all aspects of this Policy in an unbiased and impartial manner and only to establish and deal with the risk of impairment. • Managers are expected to participate in D&A testing and monitor their team and other POAL Personnel, including any other Parties, when at the Ports to ensure they are not under the influence of drugs and/or alcohol or in any other way in breach of this policy. Where applicable, managers are also expected to investigate situations violating this policy.
POAL Employees	<p>All individuals, including POAL Personnel and all other Parties, are responsible for</p> <ul style="list-style-type: none"> • Ensuring their compliance with this policy.

Roles	Responsibilities
	<ul style="list-style-type: none"> Participate in D&A testing, education and training and rehabilitation services. Arriving fit for work and considering their safety and the safety of others. Ensure their actions do not harm the health and safety of others.
Safety and Wellbeing Business Unit	<ul style="list-style-type: none"> Responsible for determining the frequency and coordination of random Drug and Alcohol testing. Provide support and coordinate education, training and rehabilitation services where required. Empower and promote best practices to make POAL a D&A-free workplace.

Relevant Legislation:

This policy and the POAL WAKA (S&W-Safety & Wellbeing Management System) will ensure compliance with legislative requirements and current industry standards in the Safety and Wellbeing Legal Register. The relevant legislation for this policy includes (but is not limited to):

Title
Health and Safety at Work Act 2015
Human Rights Act 1993 (or any updates)
Privacy Act 2020(or any updates)
Employment Relations Act of 2000

POAL will ensure all D&A testing complies with the latest international standards, currently:

- Australian/New Zealand Standard (AS/NZS) 4308: 2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine”.
- Australian/New Zealand Standard (AS/NZS) 4760:2019 “Procedure for specimen collection and the detection and quantification of drugs in oral fluid”.

NZQA-qualified collectors will collect specimens, conduct an “on-site” screening test using a fully verified device and processes that comply with AS/NZS 4760:2019 and AS/NZS 4308:2008, and forward any “not negative” specimens to the accredited laboratory confirmation testing.

Policy Document Owner: Vanessa Matakatea - General Manager – Safety and Wellbeing

This policy will be reviewed annually or sooner should the need arise, considering new legislation, system improvement, technology advancements around Drug and Alcohol testing, and organisational changes.



Roger Gray
Chief Executive Officer
(May 2023)

Board approval: (26 April 2023)