



DRUG AND ALCOHOL FITNESS FOR WORK POLICY

A code of general principles on Fitness For Work has been adopted by Hender Lee Electrical & Instrumentation Contractors Pty Ltd.

It is the policy of this Company that all employees, subcontractors, vendors and visitors shall be provided with a safe and healthy place in which to work. All practicable efforts shall be made to employees, subcontractors, vendors and visitors in the interest of Fitness For Work in the workplace.

In particular terms of this policy the HLE Management:

- Are committed to provide a safe and healthy workplace Alcohol and Drug free.
- Endorse attention to Alcohol and Drug free as an integral part to the Company's activities.
- Take every possible measure to eliminate Alcohol and Drugs in the workplace and community through preventative measures in the field of operations.
- Take every possible measure to achieve Alcohol and Drug free by screening personnel at pre-employment.
- Shall integrate Alcohol and Drug free into all areas of their business as a priority function.
- Employees, subcontractors, vendors and visitors are responsible for ensuring that they are Alcohol and Drug free in accordance with the company's Safety Manual, procedures and code requirements.
- Shall take every possible measure to make Managers and Supervisors accountable for the implementation of Fitness For Work process.
- Employees, subcontractors, vendors and visitors are to ensure they do not adversely affect the safety and health of others by breaching the Fitness For Work Policy and Procedure.
- Shall take every possible measure to consult with their employees, subcontractors, vendors and visitors on Alcohol and Drug free Policy and Procedure to eliminate or reduce hazards at all HLE operations.
- The Company conducts random Drug and Alcohol testing and mandatory testing is done in the event of an incident.

The Directors of HLE seek the cooperation of all employees, subcontractors, vendors and visitors to achieve the aim of this policy.

A handwritten signature in black ink, appearing to read 'Allan Hender'.

Allan Hender, Managing Director

18th August 2022