

## ALCOHOL & DRUG POLICY

### 1. Purpose


PPCS is committed to providing a safe, healthy and productive work environment, free from the effects of drugs, alcohol or other substances that may impair or pose a risk to health and safety or personal well being.

### 2. Scope

- 2.1 This policy extends to any site, vehicle, property or premises where PPCS business is being conducted or a representative of PPCS is present.
- 2.2 This policy applies to all those who are engaged by PPCS as employees, contractors and temporary employees and labour hire and any project personnel who are in our Workplace. For ease of reference, all those engaged by PPCS and covered by this policy will be referred to as employees except where expressly stated otherwise.
- 2.3 This policy should be used in conjunction with any client policies or procedures and where testing is required by clients.

### 3 Definitions

- 3.1 Alcohol means any substance containing more than 1.15% ethyl alcohol (ethanol) including but not limited to beer, wine and distilled spirits.
- 3.2 Drugs means any substance that causes or can cause impairment, including (but not limited to):
  - controlled drugs (as defined in section 2 of the Misuse of Drugs Act 1975);
  - psychoactive substances (as defined in section 9 of the Psychoactive Substances Act 2013);
  - medicines (as defined in section 3 of the Medicines Act 1981) that are misused, whether prescription or 'over the counter' and whether capable of causing impairment on their own or in combination with other substances; and
  - other substances that are intended to have a mind-altering effect, whether regulated or unregulated (such as synthetic and herbal highs, party pills).
- 3.3 Workplace means any of PPCS's premises; the premises of the PPCS's customers and suppliers; the premises of a PPCS function or event; a PPCS owned or leased motor vehicle and any venue at which the person is acting as a representative of PPCS (including attached carparks, offices and vehicles).
- 3.3 A worker will be considered under the influence of drugs, alcohol, or any other substance of abuse if they have:
  - a level of alcohol above the alcohol per litre of breath limits as determined by the NZ Road Transport Authority (NZTA) while at work; or

Reference:	Title:	Owner:	Published:	Review Date:	Version:	Page:	
HS59	Alcohol & Drug Policy	SS	January 2026	January 2028	3.0	1 of 8	
© This document is the property of Professional Property Cleaning Services. Once printed this is considered an uncontrolled version.							

## ALCOHOL & DRUG POLICY

- a level of alcohol above the alcohol per litre of breath limits as determined by the NZTA while driving/operating a work vehicle; or
- a urine level of a drug and/or metabolite that exceeds the confirmatory concentrations in Table 2 of the Australian / New Zealand Standard AS/NZS 4308:2023 “Procedures for specimen collection and detection and quantitation of drugs of abuse in urine”.

#### 4. Employee Obligations Around the Use of Medications

Employees/Contractors taking any medication (whether prescription or over the counter) must ask their medical practitioner (such as their doctor or pharmacist) whether such medication creates a risk of impairment in the performance of their duties. If the medication creates such a risk, the Employee/Contractor must disclose this to the Company prior to performing any duties.

Employees/Contractors taking any medication pursuant to a prescription must ensure that the prescription is current and, in all cases, less than 12 months old. Employees/Contractors may be required to provide verification to the Company of the prescription.

#### 5. Alcohol & Drugs

5.1 Except as set out in this policy, employees are not permitted to do the following:

- a) Attend at work or perform any duties while under the influence of drugs and/or alcohol. A company vehicle is considered as on site. Usage of company vehicles whilst under the influence of alcohol &/or drugs is also strictly prohibited at any time.
- b) Commence or return to work while under the influence of drugs and/or alcohol;
- c) Consume or use drugs and/or alcohol at work or when working (including whilst off site or during rest or meal breaks);
- d) Bring, sell, dispense or possess drugs and/or alcohol at the workplace;

5.2 As a limited exception to clause 5.1(c) only, alcohol may from time to time be kept on PPCS Head Office premises to be utilised for client and/or social functions which are approved by Senior Management and otherwise for occasional limited and reasonable use at appropriate times. Employees are trusted to use their discretion, to act responsibly, and to ensure that any consumption of this alcohol at the workplace, or during work hours, is in moderation and in accordance with the expected behaviours set out in clause 6 of this policy as well as not being in breach of any other provision of this policy.

#### 6. Expected Behaviour

- 6.1 Behaviours that are encouraged at social and client events at PPCS include:
- a) friendly banter and good-natured fun (that everyone enjoys);
  - b) high awareness of safety;
  - c) taking responsibility for ourselves and each other; and

Reference:	Title:	Owner:	Published:	Review Date:	Version:	Page:
HS59	Alcohol & Drug Policy	SS	January 2026	January 2028	3.0	2 of 8
© This document is the property of Professional Property Cleaning Services. Once printed this is considered an uncontrolled version.						



## ALCOHOL & DRUG POLICY

d) being able to relax and socialise together.

6.2 Behaviours which are inappropriate and not encouraged at PPCS include:

- a) consumption of alcohol at a level which puts us at risk of causing harm to ourselves, each other, or PPCS's reputation;
- b) consumption of alcohol to a level which impairs our ability to participate appropriately at PPCS and client events;
- c) consumption of alcohol to a level and in a way which affects others' ability to do their job, including employees of PPCS, cleaners, and contractors:

6.3 Inappropriate behaviour will be investigated and may result in disciplinary action.

### 7. Categories of Employee Testing

7.1 As part of our due diligence, to ensure that high risk activity is not being carried out while impaired, all employees must understand that there are a variety of circumstances where they may be required to undertake a drug or alcohol screening test. These circumstances include:

#### Pre-employment Testing or Upon Transfer to a Safety Sensitive Area of the Business

7.2 Employees of PPCS in safety sensitive roles (refer to appendix two) will be required to return a negative drug and alcohol screening test as a condition of any offer of employment or engagement prior to commencing employment. Where the appointment is the case of an existing employee, on transfer to such an area, testing may be required.

7.3 Pre employment testing may also be a part of client requirements for specific job sites.

#### Post-Accident/Incident testing

7.4 Any employee directly or indirectly involved in any accident, incident, near miss or property damage may be required to undergo a test for drugs and/or alcohol. Testing will occur in all circumstances when an incident occurs resulting in medical treatment, a serious near miss, or equipment or product damage.

7.5 The decision to test may be made by any manager.

7.6 Where a post-incident drug or alcohol test returns a non-negative result, the employee will be immediately stood down (following proper process) from any work while PPCS obtains a second confirmation test of the original sample. The manager is responsible for offering/providing the employee with safe transport home. If the employee does not return a subsequent negative drug and/or alcohol test, a formal process will be undertaken which may include PPCS determining that disciplinary action is necessary, up to and including dismissal (with or without notice), or in the case of a contractor, a failure to produce a negative test will result in the immediate termination of his/her engagement.

Reference:	Title:	Owner:	Published:	Review Date:	Version:	Page:
HS59	Alcohol & Drug Policy	SS	January 2026	January 2028	3.0	3 of 8
© This document is the property of Professional Property Cleaning Services. Once printed this is considered an uncontrolled version.						



## ALCOHOL & DRUG POLICY

### Reasonable Cause Testing

- 7.7 In circumstances where it is suspected, on reasonable grounds, that an employee may be unable to perform work properly, at risk of impairment, or that safety may be compromised by drugs and/or alcohol or the misuse of non-prohibited drugs, that employee may be subject to a drug and/or alcohol test. Guidance on reasonable grounds can be found at Appendix 1.
- 7.8 The decision to test may be made by any manager in conjunction with the Regional Manager or a member of the People and Culture Team.
- 7.9 Where an employee is suspected of being under the influence of drugs and/or alcohol or the misuse of non-prohibited drugs, the employee will be suspended on full pay.
- 7.10 If the employee does not return a negative drug and/or alcohol test, a disciplinary process will be undertaken which may include PPCS determining that disciplinary action is necessary, up to and including dismissal (with or without notice), or in the case of a contractor, a failure to produce a negative test will result in the immediate termination of his/her engagement.

### Random Testing

- 7.11 Due to the potentially dangerous nature of some aspects of PPCS's work, random testing will be conducted for all employees who work in a safety sensitive area.
- 7.12 The selection process for random testing will be completed by an independent authorised service provider. PPCS will provide a full list of all company employees for the specific location to the independent service provider.

## 8. Procedure for Testing

- 8.1 The Alcohol & Drug Policy is restricted to testing for substances including alcohol that have the capability to impair the safe performance of work. The employer will take appropriate steps to ensure that the results of any tests carried out under this policy remain confidential to the parties and their representatives.
- 8.2 Once an employee has been requested to undertake a test in any of the scenarios as outlined in clause 7 of this Policy, the employee is expected to cooperate and provide a sample for testing without delay. Consent is required by the employee before testing can be undertaken. For pre-employment testing, applicants will have a 3-day period of notification from the hiring manager or recruiting manager to submit to the nearest approved testing provider.
- 8.3 If the Company elects to use urine or oral fluid testing, the testing processes will comply with the combined Australian and New Zealand Standard AS/NZS 4308:2023 or the combined Australian and New Zealand Standard AS/NZS 4760:2019 (or successor Standards) as applicable, and the following will apply (subject to any changes to the applicable Standard). The AS/NZS 4308:2023 Standard requires the agency that is responsible for specimen collection/on-site screening, storage and dispatch of the urine specimen to have accreditation (granted following assessment by a recognised body such as IANZ).

Reference:	Title:	Owner:	Published:	Review Date:	Version:	Page:
HS59	Alcohol & Drug Policy	SS	January 2026	January 2028	3.0	4 of 8
© This document is the property of Professional Property Cleaning Services. Once printed this is considered an uncontrolled version.						



## ALCOHOL & DRUG POLICY

- 8.4 The Company in its absolute discretion will determine the appropriate testing method or methods, and threshold for detectable and/or positive results at the time. The Company may apply more than one testing method at a time.
- 8.5 Where there is no current cut-off level in relation to the drug concerned under the relevant Australian/New Zealand Standard(s), the Company will in its absolute discretion determine the applicable cut-off level.
- 8.6 A test resulting in a “not negative” screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing. The employee authorises the release of the findings carried out by an appropriately qualified detection agency, to the employer, to the extent that is necessary to determine compliance or otherwise with this policy.
- 8.7 If an employee receives notice from the employer that the results of the drug and/or alcohol test yielded a “not negative” result, the employee will be given an opportunity to explain the result of that test.
- 8.8 The company should offer / provide the employee with safe transport home after a failed test.

### 9. Mandatory Stand Down

In the event that an employee produces a non-negative test for either drugs or alcohol or where the employer reasonably believes that the employee’s ability to safely perform his or her duties has been compromised by consuming drugs or alcohol the employee shall be immediately suspended on pay pending an investigation of the matter and determination of the course of action to be taken.

### 10. Refusing Testing

Refusing to provide a sample without a reasonable excuse may be treated as a breach of this procedure. Behaviour that constitutes a refusal to submit to a test includes, but is not limited to, the following:

- 10.1 Refusal to consent to a test.
- 10.2 Failing to advise, in a timely manner, of an accident/incident where the nature of the accident/incident is such that it would require alcohol or drug testing.
- 10.3 Inability to provide sufficient quantities of breath or urine to be tested within the three-hour maximum time limit without a valid medical explanation.
- 10.4 Tampering with or attempting to adulterate the specimen or collection procedure.
- 10.5 Leaving the scene of an incident/accident without a valid reason before the test has been conducted.

Reference:	Title:	Owner:	Published:	Review Date:	Version:	Page:	
HS59	Alcohol & Drug Policy	SS	January 2026	January 2028	3.0	5 of 8	
© This document is the property of Professional Property Cleaning Services. Once printed this is considered an uncontrolled version.							

## ALCOHOL & DRUG POLICY

### 11 Breach of this Policy

11.1 Employees must comply with this policy at all times. If, after a full and fair investigation, the employer concludes that this drug/alcohol policy has been breached, the employer may impose whatever disciplinary action, having regard for all the circumstances, is considered appropriate, including:

11.1.1 Disciplinary action up to and including summary dismissal.

11.1.2 Regular drug/alcohol testing.

11.2 The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach.

11.3 In circumstances where an employee's behaviour or conduct may be potentially unlawful, PPCS may notify the police or other relevant authority.

### 12 Concerns regarding Alcohol and/or drugs

12.1 Any issues or concerns regarding Alcohol or Drugs at PPCS are encouraged to be raised with your Operations Manager, Head of Department or a member of the People & Culture Team.

### 13 Rehabilitation


13.1 Where a team member has admitted drug or alcohol use, returned a non-negative result from testing and was not dismissed and/or subjected to disciplinary procedures for other alcohol or drug related misconduct that did not result in their dismissal, the team member may be required to undergo follow-up / back to work testing.

13.2 PPCS will consider a team member's request to participate in rehabilitation on a case-by-case basis. Depending on the circumstances, failure to take part or complete the programme may result in disciplinary action up to and including dismissal.

13.3 Self-referral employees who proactively seek assistance will be supported.

Reference:	Title:	Owner:	Published:	Review Date:	Version:	Page:
HS59	Alcohol & Drug Policy	SS	January 2026	January 2028	3.0	6 of 8

© This document is the property of Professional Property Cleaning Services. Once printed this is considered an uncontrolled version.



## ALCOHOL & DRUG POLICY

### Appendix 1

Reasonable Cause Indicators when determining “reasonable cause”, physical symptoms and/or unusual or out of character observable or reported behaviours must be considered.

Examples of physical symptoms or behaviours include, but are not limited to:

- a Excessive lateness
- b absences often on Monday, Friday or in conjunction with holidays
- c increased health problems or complaints about health
- d emotional signs – outbursts, anger, aggression
- e changes in personality
- f changes in alertness – difficulty with attention span
- g changes in appearance – clothing, hair, personal hygiene
- h less energy
- i involvement in various minor accidents
- j feigning sickness or emergencies to get out of work early
- k going to the bathroom more than normal
- l defensive when confronted about behaviour
- m dizziness
- n slurred speech
- o hangovers
- p violent behaviour
- q impaired motor skills
- r bloodshot eyes
- s impaired or reduced short term memory
- t reduced ability to perform tasks requiring concentration and co-ordination
- u intense anxiety or panic attacks
- v impairments in learning and memory, perception and judgement
- w irritability
- x depression
- y odour of alcohol or drugs

Reasonable grounds testing may also take place where PPCS learns that an employee is at risk of impairment of drugs and/or alcohol, or where the employee is observed using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks, whether on or off PPCS's premises.

Reference:	Title:	Owner:	Published:	Review Date:	Version:	Page:
HS59	Alcohol & Drug Policy	SS	January 2026	January 2028	3.0	7 of 8
© This document is the property of Professional Property Cleaning Services. Once printed this is considered an uncontrolled version.						



# ALCOHOL & DRUG POLICY

**Appendix 2**

Safety sensitive roles are deemed to include the following:

- Roles where an employee will drive a company vehicle as part of their work;
- Roles where an employee will operate machinery such as a Grounds Maintenance Worker/Water blaster/Lawn mower.
- Any other position deemed safety-sensitive due to the nature of the work conducted.

Signed:



CEO: Sarel Bloem

Date: January 2026

Reference:	Title:	Owner:	Published:	Review Date:	Version:	Page:
HS59	Alcohol & Drug Policy	SS	January 2026	January 2028	3.0	8 of 8

