



POLICY NO. CCPL-IMS-P-03

DRUG & ALCOHOL POLICY

Complete is committed to provide a workplace where the health, safety and wellbeing of all persons is paramount in the conduct of our business.

Complete will strive to ensure that all employees and subcontractors report to work fit for duty and free from the influence of alcohol and other drugs at all times during the undertaking of their work activities.

Complete guarantees implementation and ongoing review of the below strategies to ensure a workplace free from the effects of alcohol and other drugs;

- All employees and contractors undertaking work for the company must not report to work or perform work duties under the influence of drugs and must have a zero blood alcohol concentration.
- All personnel reporting to work must comply in full with the company drug and alcohol policy, procedure and random or scheduled drug and alcohol testing as required.
- All employees and contractors must not manufacture, trade or distribute illegal drugs or intoxicants within any company place of work.
- When attending a company sponsored event, employees and contractors are expected to behave in a responsible and respectful manner at all times.
- Employees and contractors travelling on company business must ensure that alcohol consumption does not compromise their own health and safety and does not contravene any local regulations.

A handwritten signature in black ink, appearing to be 'Chris Mitchell'.

**Director
Chris Mitchell**

A handwritten signature in black ink, appearing to be 'Brenden Lavin'.

**Director
Brenden Lavin**