

LENNON TRAINING CONSULTANTS DRUG AND ALCOHOL POLICY

Lennon Training Consultants (LTC) is a Registered Training Organisation which provides training to a growing number of companies and individuals in Australia and overseas.

We are committed to achieving a high standard of Workplace Health and Safety. This commitment to Health and Safety is a moral and legal obligation. We have identified that substance abuse, such as alcohol and drugs in the workplace, can impair an individual's judgement, behaviour and performance.

Lennon Training Consultants aims to achieve an alcohol and drug free workplace. This will be achieved by:

- Confidential reporting to the manager by any person employed/hired by Lennon Training who is required to use prescription medication which may affect or impair their day to day duties
- Upon request, we will assist an employee to find counseling and/or rehabilitation
- Disciplinary action will be taken for any employee found to be performing training under the influence of alcohol or drugs
- Disciplinary action will be taken for any trainee found to be attending training under the influence of alcohol or drugs

Any employee suspected to be performing training or other LTC duties whilst under the influence of alcohol or drugs shall be required to submit to a drug/alcohol test, at LTC cost. If the test returns positive, disciplinary action up to and including dismissal from the workplace will be considered, the cost born by the employee and continued employment shall be entirely at management discretion.

Any student suspected to be attending training under the influence of alcohol or drugs shall be required to submit to a drug/alcohol test, at cost to themselves. If the test returns positive, dismissal from the training session will be instant, and re-entry to the course shall be entirely at management discretion. If the test returns negative, re-entry to the course shall be immediate, and all expenses incurred as a result the required test shall be refunded to the student by LTC.

This can be located:

- Quality Manual, 11 Kyle St, Emerald, Q, 4720
- www.lennontraining.com/policies