

Kerry Ryan & Associates Ltd

CONSULTANTS TO PRIMARY INDUSTRY

Kerry M. Ryan

B.Ag Com., MNZIPIM (Reg.)

Fiona Jujnovich

B.Ag Sc., MNZIPIM (Reg.)

Workplace Policy

Smoking & Illegal Drugs/Alcohol

Purpose

This policy exists to:

- Meet the employer's legal requirement to have a policy on smoking in the work place
- Promote a safe and healthy workplace by ensuring staff carry out their duties without being under the influence of drugs or alcohol
- To prevent the employer or their staff becoming legally liable as a result of the possession or use of illegal drugs in the workplace or on the employer's property.

Policy :

Illegal Drugs

- 1 The possession or use of illegal drugs during work hours or at any other time on the employer's property (including accommodation provided by the employer) is strictly forbidden.
- 2 Should the employer or their management staff become aware of illegal drugs being used in the workplace or stored on the employer's property they will immediately advise the Police. This is necessary to eliminate potential liability for themselves or other employed staff that may result from permitting an illegal act to occur on their property.
- 3 A staff member suspected of being under the influence of drugs or alcohol while working will be required to cease work immediately to protect the safety of themselves and other staff. The employer or their management staff will investigate and if appropriate take disciplinary action to eliminate any repetition of such an event.
- 4 Should a staff member be found to be under the influence of drugs or alcohol while working, or to have brought illegal drugs onto the workplace (including accommodation), that staff member will be considered to have performed an action of serious misconduct and this may result in the staff member being dismissed without warning. This includes allowing family members or visitors to bring illegal drugs on to the property.

www.kerryryan.co.nz

- 5 Due to the safety implications of having staff or members of the public under the influence of drugs or alcohol while in the workplace, it is also serious misconduct for any staff member to not report any observed or suspected use of drugs or inappropriate use of alcohol by any other staff member or visitor to the workplace.

Smoking

To promote a healthy work environment there is to be no smoking in housing or buildings on the farm property or in vehicles provided by the employer and used by employees to carry out their duties either on or off farm.

At all times staff must exercise care to avoid any fire or other danger which may result from use of cigarettes – especially in buildings, storage areas or around flammable materials.