

Ward Operations Pty Ltd

Drug and Alcohol policy.

Illicit Drugs.

Ward Operations has a zero tolerance to illicit drugs for all staff and employees alike

Prescription and over the counter medicines

Persons taking prescribed medicines shall, inform their supervisor prior to the start of any shift the medicine taken, its type and quantity. This shall include over the counter type medicines that may have been taken.

Alcohol

Ward Operations has a zero tolerance to driving company vehicles or operating any other company or persons vehicles or Machinery under the influence of alcohol.

As Ward Operations works at different mines and company sites we will abide by the Principals Fitness for work policy and to Levels of blood alcohol deemed being fit for work on various sites and mines.

Random Breath test shall be conducted at any time and as seen fit after an incident has occurred .

Persons over the site limit will be sent home without pay for that shift.

If a person is found to be over the site limit a nominated driver will drive them to their accommodation centre. A final notice will be issued to the offending person.(2 strike Policy.)

Jeff Ward

Managing Director.

February 2005