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## Drug and Alcohol Policy

Caledonia is committed to ensuring that a safe, healthy and productive working environment is provided for all employees. This applies to all employees, office or site based, full and part time, temporary, contract or visitors to company premises. Caledonia has a zero tolerance approach to drugs and alcohol. Employees must not possess, consume or present for work with substances in their system which include alcohol, drugs and or any other impairing substances. In addition, the possession, distribution or sale of alcohol and or drugs on Company premises, or work sites on which Caledonia operates is strictly prohibited.

All employees and or contractors have a responsibility to take prescription drugs in accordance with the instructions of their medical practitioner. In the instance that prescription medication is present in the system where it could have the potential to affect the ability of the employee in performing their normal work duties safely; the employee must notify their immediate Supervisor or Manager so that corrective control strategies can be implemented. Failure to advise may constitute misconduct.

Caledonia has a random drug and alcohol testing program and is compliant with Building Code 2013 drug and alcohol policy requirements. All employees are required to participate where required. This also includes our pre-employment drug and alcohol screening assessment.

Caledonia will treat respectfully any requests for assistance from any employee who volunteers the information that they have a drink or drug related problem. A request of this nature will not be accepted subsequent to or immediately prior to testing for alcohol and drugs. During any regime of treatment the individual would remain subject to the requirements of this policy whilst at work. Interventions in the case of safety-related drug and alcohol problems will be monitored and evaluated and followed up with further action if required.

When addressing issues relating to alcohol and drug misuse, Caledonia will be sensitive to the employee's right to confidentiality, privacy and dignity.

Any employee found to be presenting for work with substances in their system, exhibiting the effects of drugs or alcohol, returning a positive drug or alcohol reading and or refusing to participate in testing whether it be on Caledonia premises or work sites on which Caledonia operates, will be required to cease work immediately and leave the workplace. They may be stood down, pending further investigation and may be subject to disciplinary action up to and including termination.



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Jim Cunningham  
Managing Director



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David Stephen  
Managing Director