



DRUG AND ALCOHOL POLICY

The Core Civil Construction's Directors are committed to providing a work environment where wellbeing and safety is not compromised by drugs and alcohol. This policy applies to all Core Civil Construction's employees and contracted workers.

POLICY

The policy covers the rules and guidelines in relation to drugs and alcohol within the workplace. This includes illegal drugs including mind altering substances, as well as legal substances such as prescription or general medications which could potentially affect an employee's/worker's ability to perform their duties efficiently and safely.

Core Civil Construction strictly prohibits the following:

- The use, sale, transfer, or possession of illegal or unauthorised legal drugs; or alcohol while in the workplace, including within paid and unpaid breaks
- Attending work while suffering the effects of drug or alcohol use

Exceptions include:

- Prescription or authorised over the counter medication that have no negative impact on an employee's ability to safely carry out their job
- Possession and transfer of approved alcohol such as gifts/rewards, Social Club activities or authorised social drinking on site (Note: social drinking on site shall be approved by management, and good host principles apply).

WORKER RESPONSIBILITIES

Worker responsibilities (including contracted workers, employees, volunteer workers involved in any activity conducted by or on behalf of Core Civil Construction):

- to be in a fit state for work i.e. not at risk of impairment as a result of drug or alcohol use
- to not consume alcohol or non-prescription drugs while working, including during paid and unpaid breaks
- to not attend work while suffering the effects of drug or alcohol use
- to not be in possession of, sell or provide illegal drugs or mind-altering substances to any person while at work
- an employee having knowledge of another employee's unauthorised possession of alcohol, illegal drugs or mind-altering substances at work informs management
- to inform management if medication is likely to affect workplace performance.

If a contracted worker, volunteer worker or any other party on a Core Civil Construction worksite shows behaviours suggesting they may be affected by drugs or alcohol that may be impacting on their safety or the safety of others, this behaviour must be reported to the relevant person in charge of the worksite and reported to management. The worker may be removed from the worksite if necessary and not normally be permitted back without evidence of a negative drug and/or alcohol test. It is not the Core Civil Construction's responsibility to conduct drug and alcohol testing for these contracted workers.



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MANAGEMENT RESPONSIBILITIES

To implement and enforce this policy:

- to be alert to the signs and symptoms of being affected by drugs and/or alcohol and initiate the testing processes in accordance with this policy
- to support rehabilitation processes where necessary
- to support disciplinary processes where necessary.

VEHICLES

Alcohol and/or drugs may not be consumed in company vehicles at any time due to the risk of impairment. Operating a company vehicle after drinking alcohol or consuming drugs may result in harm and/or damage and is not permitted and may result in the commencement of a disciplinary process.

NB: Private use vehicles are excluded from this clause; however, drivers must comply with New Zealand Road Code.

CONSUMPTION WITHIN WORKING HOURS

The unauthorised consumption of drugs and/or alcohol is prohibited while at work – this includes paid and unpaid breaks. If this activity is observed within these hours Core Civil Construction may elect to proceed with a disciplinary process.

Employee Functions

Core Civil Construction will allow in certain circumstances the consumption of alcohol at social functions at work with prior approval, for example, social functions and Christmas parties. In these circumstances it is the responsibility of the organiser to ensure that there is responsible use of alcohol and that good host principles are followed including:

- serving a range of alternative drinks including low alcohol and non-alcoholic beverages
- providing food to last throughout the function
- ensuring that anyone who is suspected of having the potential to be under the influence of alcohol or drugs does not return to work or drives a vehicle
- making appropriate arrangements to ensure that anyone who has consumed alcohol has suitable transport arrangements to get home safely
- prohibiting the provision of alcohol to all minors (under the age of 18).

Employees are to ensure they behave lawfully, appropriately, and responsibly.

Prescription Drugs

It is the Employee's responsibility to inform their Employer, prior to commencing work and during the course of their employment, if they are taking or required to take medication that may impair their ability to fulfil the duties and responsibilities of their role. Prescription medication(s) and/or medical cannabis use does not exclude Employees and/or Sub-Contractors from potential drug and or alcohol testing.



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PRE-TESTING

SEARCH AND SURVEILLANCE

To further assist with achieving the objectives set out in this policy, Core Civil Construction may undertake searches and surveillance. In particular:

- Core Civil Construction may search any property (including personal property) located within any area of its workplaces. This may include offices, vehicles, worksites and storage areas. Such searches may be carried out on a random basis
- Core Civil Construction may operate electronic surveillance equipment within the workplace at any time. This also includes in any work vehicle / plant.
- Core Civil Construction may use a specialist drug detection dog team to conduct inspections (including random inspections) within a Core Civil Construction controlled worksite
- if a drug detection dog or other detection mechanism indicates the recent possession and or use of drugs by an employee, the Directors may require the employee to undergo drug testing in accordance with this policy.

By bringing personal property onto Core Civil Construction premises, an employee or contracted worker is deemed to have consented to his or her property being searched or inspected in accordance with this policy.

EDUCATION AND TRAINING

Employees will be given access to the policy and opportunities to attend an information session about drugs and alcohol and procedures relating to it. These sessions may be online or in a learning environment and are designed to familiarise employees with the policy, its requirements, and the procedures as well as the potential risks and consequences of being under the influence of drugs and/or alcohol while at work.

TESTING

CONFIDENTIALITY

Testing will be carried out in a confidential and private manner. Information gathered is held in confidential storage. Employees are entitled to access their file and request any changes where appropriate. No one will receive an individual's medical or personal details without their consent.

DRUG TESTING

Drug testing will be carried out in accordance with the relevant testing procedure and under the current Australian/New Zealand Standard AS/NZS 4308:2008 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine" (or any future updates).

Drugs which will be detected and reported include the illegal 'party drug', benzylpiperazine. For the drugs/metabolites not listed in AS/NZS 4308:2008, the laboratory will determine what the appropriate cut-off concentration is and advise the client.

BREATH ALCOHOL TESTING

Breath Alcohol testing will be carried out by an accredited collector using a breath-alcohol testing device which complies with Australian Standard Breath Alcohol Testing devices for personal use AS 3547:2019.



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20 years of age and over; under 20 and not operating a vehicle/plant/machinery

- If the first reading is recorded at **less than 100 micrograms of alcohol per litre of breath** the result is deemed negative, and the individual may return to full duties
- If the reading is recorded **over 100 micrograms of alcohol per litre of breath** the result is deemed “Detectable”
- Following a “Detectable” test, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece
- If the confirmatory result is recorded **at or less than 100 micrograms of alcohol per litre of breath** the result is deemed negative, and the individual may return to full duties
- If the confirmatory result is recorded **over than 100 micrograms of alcohol** per litre of breath the result is deemed to be a “Positive Breath Alcohol Test”

Under 20 years and operating a vehicle/plant/machinery

- if the first reading records **any level of alcohol per litre of breath** the result is deemed to be “Detectable”
- Following a “Detectable” test, a confirmatory test on the same device is performed after 15 minutes using a new mouthpiece
- If the confirmatory result records **any level of alcohol per litre of breath**, the test is deemed to be a Positive Breath Alcohol test

Testing will be carried out by an approved external accredited provider. This may take place at a designated mobile site, or at an accredited provider’s premises.

The testing procedure includes:

- Identity confirmed – medication declared
- Screening process and consent explained – written consent obtained
- Breath alcohol screening conducted
- Oral Swab
- Urine test specimen supplied in private
- Specimen checked
- Results recorded and copy given to employee
- If required test results sent to Laboratory for further testing – written consent obtained

MEDICAL TREATMENT

Medical treatment will take priority over any requirement to test.

In an emergency, immediate medical attention or other corrective actions e.g., fire, chemical spill, and electricity will take priority, and it may not be practical to arrange a post event drug and alcohol test immediately. In these cases, the manager must inform the employees that they will be required to undergo a test at the soonest practicable time.

REASONABLE CAUSE TESTING

Any employee, volunteer worker, contracted worker and any other party involved in any activity conducted by or on behalf of Core Civil Construction may be tested, or requested to test, for the presence of alcohol and/or



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drugs if their actions, appearance, behaviour or conduct suggest drugs and/or alcohol may be impacting on their work, or the safety of themselves or any other person.

Examples of the types of behaviours, actions or conduct that may lead to a test for reasonable cause include but are not limited to the below table. NB: There would normally be a combination of indicators observed.

Physical Signs	Behaviour Change
Sweating	Excessive talking
Weight loss	Poor coordination and concentration
Chills or shivering	Lack of energy and motivation
Physical deterioration and change in appearance such as dilated pupils, blurred vision, droopy eyelids, bloodshot eyes, slow and slurred speech, slow gait	Changes in alertness, e.g. falling asleep, attention span difficulty, problems with short-term memory
Feigning sickness or emergencies to get out of work early	Unpredictable behaviour, arguments and sudden outbursts
Strong smell of alcohol or cannabis on the person	Withdrawal from workmates
Continual minor incidents	Fighting or arguments in the workplace
Increased health problems or complaints about health	
Emotional Signs	Other signs
Increase aggression	Frequent absence or lateness
High anxiety	Changes in attitude
Appears stressed	Poor timekeeping
Denial of issues	Careless and frequent accidents
Depression	Repeated concerns about, or an unexplained poor performance or achievement
Paranoia	Going to locker, car, lunchroom, or restroom more than necessary or normal

Before reasonable cause testing may occur, the manager or nominated person and any employee representative must be present alongside the employee concerned. All testing will be carried out with an external accredited provider.

POST EVENT – INJURY, INCIDENT OR NEAR HIT

Any Core Civil Construction employee may be tested for the presence of alcohol and/or drugs when an injury, incident, or near hit occurs that results in:

- a notification to WorkSafe NZ as defined in the Health and Safety at Work Act 2015
- an injury requiring immediate treatment by a medical professional
- significant damage to plant or equipment including Core Civil Construction and/or hire vehicles



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- a near hit that had potential to cause significant injury/illness or loss

The Manager must:

Firstly, attend to any immediate medical requirements. Determine whether the injury/incident/near hit meets the requirements of the above. If it does meet one or more of the requirements, the Manager must assess whether it is practical to require a test immediately and if so must attempt to:

- accompany the employee at all times (or delegate to appropriate person)
- accompany the employee to the designated testing provider at the earliest possible time
- return the employee to the worksite or deliver home
- provide the employee with a copy of the test results
- ensure a full investigation of the event is undertaken and an Event Report completed
- any disciplinary action undertaken is in accordance with the Individual Employment Agreement.

RANDOM TESTING

Any Core Civil Construction employee may be periodically and without notice, randomly selected, and be tested for the presence of drugs and/or alcohol. Any contracted worker at a workplace at the time random testing is being carried out may be required to receive a test also.

The selection process for random testing will be managed by an externally accredited service provider. They will notify the Director of their randomly selected employees and the appointed time and location of random testing. Management is responsible for advising the employee they have been randomly selected for testing, prior to the appointed time for the test to be carried out.

Please note that random test selection means that, over a period of time, some employees may not be selected to be tested at all, some employees may be tested once, and other employees may be tested more than once. Any contracted worker at a workplace at the time random testing is being carried out may be required to receive a test also. Random testing may also be conducted by one of our clients while working on their site. Core Civil Construction employees will be required to follow their specified processes.

TIMING OF TEST

The employee/contracted worker shall provide his/her specimen for drug testing within two hours from the time that the request has been made by the authorised collector. In relation to alcohol testing, the employee/contracted worker shall comply with a request for an alcohol test within 15 minutes of the time the request has been made by the authorised collector. Failure to comply within such timeframes without reasonable explanation may result in disciplinary action up to and including dismissal (with or without notice) or, in the case of a contracted worker, termination of his/her engagement.

CONSENT TO TEST

All employees selected to undergo a drug or alcohol test will be required to provide their consent by completing a 'Consent to Drug and Alcohol Test' form. Following a request for the test and consent received, the employee will be required to provide a specimen for a test within two hours.

REFUSING A TEST



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If an employee is required or selected to take a drug and/or alcohol test, and refuses to do so, the employee shall be given the opportunity to immediately explain the refusal. Core Civil Construction's Directors will consider any explanation given at the time requested. If they continue to refuse without reasonable justification, the Directors may take disciplinary action which may include a warning or dismissal (with or without notice). Should a contracted worker refuse to take a test they will be asked to leave the worksite and their organisation be contacted.

DILUTE / INVALID RESULT

If an employee provides a specimen that is "dilute" the employee shall be given the opportunity to explain the dilute result. The employee may be provided with one further opportunity to provide a specimen that is not "dilute". This may mean the employee may have to reduce his/her fluid intake during this period. This specimen may be an "observed" specimen. If the second specimen is also "dilute" the Directors may take disciplinary action which may include a warning or dismissal (with or without notice).

CHEATING ON A DRUG AND/OR ALCOHOL TEST

If an employee "cheats" on a drug and/or alcohol test or attempts to compromise the integrity of a specimen when taking a drug test (for example by providing a specimen that is not his or her own, or by use of a masking agent; providing a specimen that is "cool" – not within acceptable temperature testing range), or the person conducting the testing has reasonable grounds to suspect that the employee has tampered with a specimen, the employee should first be given the opportunity to immediately explain the reason. At the Directors's discretion, the employee may be provided with one further opportunity to provide a specimen. This specimen may be an "observed" specimen. The Directors may take disciplinary action which may include a warning or dismissal (with or without notice).

SUSPENSION (STAND DOWN)

- If an employee returns a detectable result in relation to the initial drug test, the employee may be suspended on ordinary pay until results are returned from Laboratory testing
- If the Laboratory specimen confirms a positive test result the employee may be suspended as per the Individual's Employment Agreement.
- The Directors will assess each situation on a case-by-case basis taking into consideration an employee's individual circumstances.

Where the employee is sick or injured during the suspension period (or during a portion of the suspension period), the employee may choose to use his/her sick leave entitlements. This is to be verified by a medical certificate or ACC claim form.

POST-TESTING

REHABILITATION

An employee who may have a problem related to drug and/or alcohol use, is encouraged to voluntarily seek help. Employees can contact management to request information on accessing support or contact www.health.govt.nz for assistance.

If an employee tests positive through drug and/or alcohol testing arising from reasonable cause, post event or random test, or on a voluntary basis, they maybe offered to participate in a drug and alcohol program, which



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will include:

- acknowledgment of a positive drugs and/or alcohol test or a problem
- commitment to a drug and alcohol rehabilitation program
- consent to a maximum of six follow up drug and alcohol tests over a 12-month period during the drug and alcohol rehabilitation program

The program involves the employee being assessed by Core Civil Construction's approved rehabilitation provider and this is normally followed by counselling sessions. In some instances, this requires the employee to abstain from drugs and/or alcohol and as part of the treatment program. The duration of the counselling sessions will be dependent on the risks as assessed by the rehabilitation provider in consultation with the employee, and the Directors.

Core Civil Construction may, but is not obliged to, pay and allow for:

- an initial rehabilitation assessment
- up to three further sessions with a Core Civil Construction approved drug and alcohol rehabilitation provider
- additional costs of rehabilitation as deemed appropriate by the Directors
- commitment on behalf of Core Civil Construction to allow time within work hours (if required) to attend rehabilitation sessions.

Employees in some circumstances may:

- with the approval of the Directors, apply for leave without pay or annual leave for absences outside the above when using Core Civil Construction's rehabilitation program
- be asked for payment for costs or further testing in some circumstances.

Each case will be considered on a case-by-case basis before any decision regarding assistance and support is made.

An employee's consent information relating to the individual can be communicated back to the Directors. Communication between the individual and the rehabilitation provider is confidential. When the rehabilitation provider has reason to believe that the employee may be at risk to themselves or others, they are bound to report this to the Directors. A summary report will be provided to the Directors, including but not limited to session time and dates, attendance and recommendations to the employer.

DISCIPLINARY

The outcome of a positive test under reasonable cause, random, post event testing may result in a disciplinary investigation led by the Directors.

- A positive drug and/or alcohol test result could be deemed serious misconduct; the disciplinary outcome may be disciplinary action, up to and including dismissal
- Where dismissal is not the outcome of disciplinary action and the employee continues to be employed by Core Civil Construction, a condition will be that the employee is required to commit to a rehabilitation program
- Where an employee refuses to commit to the rehabilitation program then the Directors will reconsider




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the disciplinary action, and the revised outcome may be up to and including dismissal

- If an employee enters rehabilitation and fails subsequent drug and/or alcohol tests, this will result in further disciplinary action which may include dismissal.

This policy is reviewed annually or following any legislative changes.



Directors Din

Date: August 2025