

What this topic is about:

Bunnings aims to maintain a healthy and productive workplace where the harmful effects of drugs and alcohol are minimised.

This policy applies to all team members, including contractors:

- when on Bunnings premises including car parks
- whilst operating company vehicles
- when acting as a representative of Bunnings at an authorised function
- while on work trips
- while staying in accommodation provided by Bunnings; and
- in situations in which a team member, in connection with their work or workplace, would reasonably be expected to neither consume, nor be under the influence of drugs or alcohol

The business rules for this are:

Alcohol and the workplace

Team members are not permitted to consume or be under the influence of alcohol during work hours, or on company premises, other than at authorised events.

An authorised Bunnings function is one approved by the business.

The consumption of alcohol at an authorised function:

- is at the discretion of the leadership team and may be refused or removed at any time
- must not be excessive - excessive consumption of alcohol at authorised functions will not be tolerated
- must remain at the Bunnings authorised function, and may only be removed with the approval from the leadership team
- must only be consumed in authorised areas

Alcohol must not be consumed on the shop floor during trading hours under any circumstances.

Under no circumstances is alcohol to be consumed in view of customers except at an authorised function.

Team members must remove anything which may identify them as being a Bunnings team member — for example Reds uniform, jumpers, polos, aprons etc.) before attending any activities or premises at which alcohol may be consumed — pubs, bars or nightclubs. This includes going out after work.

Team members must comply with all road laws, including drunk driving laws, whilst operating company vehicles.

Drugs at Bunnings

Team members are not permitted to possess or be under the influence of prohibited drugs in the situations described at the start of this policy.

‘Prohibited drug’ means a substance recognised as a drug that is prohibited under federal or state laws.

Team members are not to supply, traffic or purchase prohibited drugs on Bunnings’ premises at any time

Under no circumstances are prohibited drugs permitted on the shop floor.

Legal prescription and non-prescription medications

Team members taking medication should ask their doctor or pharmacist what side effects are possible.

Team members should clearly explain the types of tasks they are required to perform so that they can receive appropriate advice as to how the medication may impact their ability to safely perform their duties.

Bunnings

The following should be taken into account and actioned as appropriate in relation to legal prescription and non-prescription medications:

- Where side effects could impact a team member’s ability to safely perform their role, such as drowsiness, they must notify their manager accordingly.
- Caution should also be taken when combining medications.
- Team members should seek medical advice about possible interactions and side effects of combining medications.
- If a team member needs to bring their medication into the workplace, they must always ensure that it is kept secure.
- Under no circumstances are prescription medicines to be offered to other team members.
- Forklift operators must always be vigilant to ensure they are alert to perform their duties.

Where a team member is unable to perform their normal duties, the leader should assess whether reasonable alternative duties can be assigned until the team member is able to safely return to their normal duties.

Breaches of policy

It is every team member’s responsibility to read and understand this policy.

Team members found to have breached this policy may face disciplinary action up to and including the termination of their employment.

The following examples would constitute a serious breach of this policy:

- Intoxication and/or offensive behaviour in connection with intoxication at an authorised Bunnings function.
- Team members found to be in excess of the legal blood alcohol limit whilst driving a company vehicle.
- Operating machinery under the influence of drugs or alcohol.

This is how to complete this process:

Any team member who appears to be under the influence of alcohol or prohibited drugs may be directed to leave Bunnings’ premises, and may be sent home in a taxi at leader’s discretion

The team member may be required to attend a subsequent meeting to explain their behaviour

Bunnings reserves the right to involve the police if a criminal offence is or may have taken place

Leaders should:

- refer to the Mental Health Resource Kit (BUN4163) if a team member is suspected of, or admits to having, an alcohol or drug dependence; and
- offer Employee Assistance Program (EAP) support to team members who have been identified as having an alcohol and/or other drug dependence

Where to find this topic under About Bunnings > Policies and resources: Bunnings group policies > Human Resources	
This topic applies to: All Bunnings team members and leaders	Forms or other documents you may need: Dealing with an Aggressive or Drug Affected Persons Mind Matters Cards
And is actioned At all times	These topics are relevant to this process: Distribution centre drug and alcohol management guidelines 4310