



# DRUG & ALCOHOL POLICY

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## OBJECTIVE

JB Hi-Fi Limited and its subsidiaries, including those subsidiaries conducting the JB Hi-Fi and The Good Guys businesses (collectively referred to as **the Group**), are committed to providing and ensuring, as far as reasonably practicable, a safe environment for all team members, customers, visitors, suppliers and contractors.

This Group Drug and Alcohol Policy sets out the Group's position and the mutual responsibilities of the Group and Employees in relation to the use or effects of drugs and alcohol in the workplace.

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## APPLICATION

This Policy applies to everyone who works at the Group in any capacity (together referred to as **Employees**).

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## POLICY

### Alcohol

Employees have a personal responsibility to ensure they are fit to effectively and safely perform the requirements of their role.

Due to the nature of their role, Employees who work in stores, warehouses or in contact centre roles must not consume alcohol, or be under the influence of alcohol, while working (including during breaks). Alcohol must not be consumed in stores or warehouses at any time, whether inside or outside of normal working hours.

For all other Employees, alcohol must not be consumed where it has the potential to adversely impact safety, customer service, work performance, reputation, or where it violates the law.

### Prescription medication

Employees who are required to take prescribed or over the counter medication should consult with their treating medical practitioner regarding the potential impact any medications may have on their work performance or safety in the workplace, and have a positive obligation to disclose any impacts to their manager prior to their shift commencing.

### Illicit drugs

Employees must not use, possess or be under the influence of illicit drugs at any time in the workplace (including outside normal working hours, during work and at work-related events).

### Work-related events

Organisers of work-related events are required to practice responsible service of alcohol and ensure that where alcohol is served, non-alcoholic beverages, low alcoholic beverages and food are available.

Where alcohol is available at work-related events, team members are expected to be sensible with their alcohol consumption, and to arrange for safe transportation to their home.

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## CONSEQUENCES OF BREACH

Should an Employee be suspected of being in breach of this Policy, managers must seek immediate advice from HR. If an Employee is found to have breached this policy, formal disciplinary action will be taken which may include termination of employment.

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## COMPLIANCE

This Policy applies all Employees. Please contact HR to clarify any aspect of this Policy.

Owner	Group HR Director
Date	September 2022