



**KAINGAROA
TIMBERLANDS**

Timberlands Drugs and Alcohol Standard

September 2020
1st Edition

1. Overview

Being incident and injury free is the underpinning foundation of our core beliefs and values which guide Timberlands operational decisions and actions. We work to protect the health and safety of our workers, visitor`s and the community in which we operate. This Standard supports the Kaingaroa Timberlands (KT) Drug and Alcohol Policy (the "Policy").

For the clarification of this Standard, Timberlands (the management company) and KT (the forestry operations) must both abide by this Standard. Ultimately Timberlands (the management company) is responsible for the maintenance of this Standard.

The purpose of this Standard is to:

- a. prevent or minimise harm to the health, safety and environment of any worker, visitor, other persons or member of the public,
- b. prevent or minimise harm to Timberlands, its reputation, owned or managed assets, because of a worker or visitor affected by drugs and or alcohol, or in possession of drugs or alcohol at work.
- c. Provide a Drug and Alcohol Standard for all Contractors to meet as a minimum for prevention of harm caused by a drug and or alcohol affected person.

2. Scope

This Standard applies to all KT forestry operations in New Zealand, utilising relevant Standards, i.e. AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine and AS/NZS 4760:2019 Procedures for Specimen Collection and the Detection and Quantitation of Drugs in Oral Fluid and AS 3457:1997 for Alcohol Breathalysers.

There is an expectation that contractors and other persons meet and/or exceed the Policy and this Standard. This Standard is subject to regular survey and monitoring by Timberlands

2.1 Responsibilities

- a. Timberlands Managers are responsible for:
 - i. Displaying the `policy and this Standard in all workplaces.
 - ii. Communicating the Policy and this Standard to all workers.
 - iii. Applying the Policy and this Standard in all workplaces.
- b. All Workers, Visitors or Other Person at any KT workplace must comply with and abide by the Policy and this Standard
- c. All Contractors and subcontractors are to apply a Drug and Alcohol policy that meets or exceeds this Standard

3. Definitions

The following definitions apply to this Standard:

Breach means:

- a. A confirmed positive result for an illegal drug or alcohol
- b. A positive result for a legal drug where the level of the reading is such that:
 - the worker would or should have known that they may be adversely affected; or
 - the worker has misused the legal drug or taken it other than as per the manufacturer's

recommended dosage rate or as prescribed to them by a registered medical practitioner.

Breath Alcohol Test – A test conducted by a qualified breath-alcohol tester, using an approved breath testing device that meets the requirements of AS 3457:1997, to measure the amount of alcohol concentration in a litre of breath. The cut off concentrations for alcohol may be as determined by each KT contractor in their policy but will not exceed NZ Road Transport Authority (NZTA) cut-off levels.

Confirmation Test - a subsequent assessment of a not-negative screen result to determine if the persons (Test subject) specimen is positive or negative in respect of this Standard and relevant NZStandard.

Contractor - a person, business entity or company that conducts business or undertakings for or on behalf of Timberlands. This includes;

- i. Timberlands contractors
- ii. KT contractors
- iii. Third parties to KT or Timberlands contractors

Cut off concentration/level

- a. Confirmatory testing: A value at, or above which the drug and/or metabolite is deemed to be 'confirmed positive' and below which the drug and/or metabolite is deemed to be a 'negative'.

NOTES:

1. In some contexts, the words 'positive' may be used in place of 'confirmed positive'.
2. In some contexts, the words 'not detected' may be used in place of 'negative'.
- b. Screening (Initial) tests: A value at, or above which the drug class, drug and/or metabolite is deemed to be 'not-negative' and requires further testing and below which the drug class, drug and/or metabolite is deemed to be negative.

Drug - substance that has a physiological or psychoactive effect on the body either itself or through its metabolite(s). The term 'drug' refers to the drug and/or its metabolite(s) for the purpose of detecting a target drug in oral fluid or urine specimen.

Employer - any person, entity or company that employs an employee or worker (see definition Worker).

Equipment - includes any plant, machinery or vehicle which a worker is required to operate in the course of his or her duties. This includes company vehicles with private use.

Illegal Drug

- a. Any drug which is unlawful to possess, consume or sell within NZ; or
- b. Novel psychoactive substances (NPS), i.e. synthetic cannabis
- c. A prescription drug obtained, other than by prescription from a registered medical practitioner, or which has been taken in a manner contrary to that prescription.
- d. A drug used for medicinal purposes not legitimately manufactured, and or dispensed by a dispensing chemist.

Legal Drug

- a. A drug or medication that may lawfully be taken without a prescription from a registered medical practitioner. However, this must be legally dispensed 'over the counter' by a pharmacist or dispensing authority

- b. a prescription drug (medication) that has been prescribed by a registered medical practitioner, taken in compliance with that prescription and for the purposes of this Standard, presenting no risk of impairment.

Negative Result - A result below the relevant cut-off concentration or limit of reporting. A negative result does not mean drug-free. It may mean a result where the presence of alcohol and or drug does not exceed the prescribed limit as per schedule 1.

Not-Negative (unconfirmed) Result - A screening test result that is at or above the relevant cut-off concentration and therefore does not exclude the presence of a drug compound or class of drugs. A result that requires confirmatory testing of the specimen, to unequivocally determine the presence or absence of a drug. A non-negative result may be reported as 'unconfirmed' or 'requires further testing'.

Rehabilitation – Drugs and/or Alcohol Rehabilitation. It is the process that involves assessment of an individual for abuse or dependency of Drugs and/or Alcohol, possible treatment in an individual counselling, group outpatient or group residential setting and the case management of the referral.

Screen Test - An initial test conducted to rule out the presence of drug classes or their metabolites as part of drug testing or the presence of alcohol as part of the alcohol test.

Timberlands - is the forestry management company that owns, maintains and applies this Standard for all KT forestry and related operations under its control.

Other Persons - Other persons refers to all Timberlands interested parties that have a business or community interest in the KT forest estate.

Positive (confirmed) Result- A result at or above the cut-off concentration following confirmatory testing in compliance with relevant testing Standards, i.e. AS/NZS4308:2008.

Prescription Drugs - Drug(s) used as medications legally prescribed by a registered NZ medical practitioner to remedy or to treat a medical condition and with the dosage specified.

Random Selection Testing - Is applied by Timberlands to every Worker or Visitor. When random testing is undertaken, the recommendation is that it is done by location, i.e. by the crew, site or forest. Due to the nature of random selection, some individuals may be tested more than others each year. There is no limit on the number of tests one person may be selected to undergo per annum.

Visitor- a member of the public, or **Other Persons** who have or are provided access to the KT forest estate.

Workplace - any premises (including vehicles, planes and helicopters) operated, owned or controlled by Timberlands at which workers are required to work. This includes KT forest estate and any person or vehicle on its private roading network and Timberlands company vehicles, including those with private use allowed.

Worker - any person or entity engaged by Timberlands or has engaged a person or entity to conduct business or forestry operations including whether that is full-time, part-time, fixed, casual or temporary, contracted or subcontracted:

- a. **Employee** - any person who is employed directly by Timberlands, including managers and staff, personnel.
- b. **Contractor** - a person, business entity or company (including a third-party sub-contractor) and its direct employees that conduct business or undertakings for or on behalf of Timberlands.
- c. Labour hire workers,
- d. Work experience/interns, on-call or otherwise engaged fire crew
- e. A party of interest providing services to KT infrastructure, i.e. Maintaining infrastructure/power lines

4. Principles

- a. Workers must:
 - report for work or remain at work unaffected by drugs and or alcohol;
 - report any substance or medication they have been prescribed or dispensed that may compromise their ability to perform their work safely;
 - operate equipment safely and not while under any effect from drugs or alcohol;
 - not possess or consume drugs and or alcohol in the workplace or the KT forest estate;
 - not sell or supply any drugs and or alcohol in the workplace or the KT forest estate;
 - report to Timberlands Occupational Health and Safety (OHS) management or a relevant responsible person if they have any concerns, they or any other worker is in breach of this Standard;
 - be responsible for their fitness for work in respect of this Standard and be able to pass any drug or alcohol test conducted in respect of the policy and this Standard;
 - not otherwise possess, consume, sell or supply drugs or alcohol in any way which might harm Timberlands or Kaingaroa Forestry operations reputation or damage its relations with the public;
 - Comply with any function or event rules where alcohol is consumed on any site or property under Timberlands Management or where Workers are representing Timberlands host responsibility guidelines must be applied (See schedule 1)
- b. Any breach of the Policy or this Standard is regarded as serious misconduct and may result in disciplinary action against the worker (see schedule 1)

4.1 Timberlands Commitment

Other than to the extent necessary to enforce this Standard, Timberlands takes all reasonably practicable steps to ensure that:

- details of participation by a worker in drug and alcohol testing; and
- the results of drug and alcohol testing; and
- details of participation by a worker in any assistance program;

are kept confidential and that the worker's privacy is maintained. All testing is conducted upholding the process contained in this Standard.

Please Note: Records of results are retained securely, however, may be used for any legal or employment challenges, health and safety investigations.

5. Procedures

5.1 Drug & Alcohol Testing

5.1.1 Testing permitted

To meet Timberlands principles outlined in this Standard, drug and/or alcohol testing is to be conducted, in adherence to this Standard.

The specimen collection type used for drug testing is at the discretion of Timberlands. Timberlands may also request (at contractor cost) a specimen of Urine or Oral fluid sent for additional drug testing by an accredited laboratory to identify "other drugs" post-incident, or under reasonable cause. i.e. Synthetic cannabis, synthetic opioids, Cathinone's.

5.1.2 When testing may be undertaken

a. Random testing:

Timberlands undertake random drug and alcohol testing of Workers, Visitors and Other Persons in adherence to this Standard. With random testing, the following conditions apply:

- i. Random testing can be conducted on any workplace or site in areas within the KT forest, including the KT private roading network and any other area where Workers are engaged in work for Timberlands. This may also extend to Other Persons and Visitors to the forest from time to time. A worker may also be tested at a chosen random time, in the event they were not present or accessible for whatever reason at the time of the random selection process.
- ii. Timberlands can determine the frequency, timing and risk category or otherwise of a Worker or Visitor that can be subject to random selection. At the discretion of Timberlands, some roles or risk categories of a worker may be subject to more frequent random selection/ testing than others.
- iii. Random roadside testing can be undertaken on the network of private roads under Timberlands Management within KT forest. A person or vehicle within the boundaries of KT forest may be told to stop and undertake random breath alcohol and or an Oral fluid drug test from time to time.
- iv. Random testing may not apply to workers deemed by TL not to work in a 'safety sensitive' workplace, eg. never enter the KT forest in the course of their work, drive or operate company machinery or vehicles and never work at TL operational worksites or otherwise 'safety sensitive' workplaces.

b. Post Incident/accident testing

This term refers to any situation, incident, or accident in:

- i. An incident involving death or serious harm injury
- ii. An incident requiring treatment by a medical professional
- iii. An incident or near miss that had potential to cause serious harm or loss
- iv. An incident involving damage to vehicle, plant, property or equipment. (See Specimen type 5.1.1)

c. Reasonable cause testing

A Worker, Visitor or Other Person may be tested for the presence of alcohol or drugs where their actions, appearance, behaviour, or conduct suggests drugs or alcohol may be impacting on their performance or safety. Reasonable cause testing may also be conducted when drug paraphernalia, implements or artefacts are found in the workplace, i.e. Pipe. See Specimen type 5.1.1

d. Follow -up testing

Random and unannounced follow-up tests are required of any worker on a return to work agreement over a 12-month period following any instance of a positive drug test.

e. Pre-employment testing

Workers are required to undergo drug testing before an offer of employment or engagement of services at a Timberlands and KT forest operations worksite. Timberlands may require supportive evidence of pre-employment testing.

f. Medical testing

Workers are required to undergo drug and alcohol testing or a "medical" if as a requirement of any licensing accreditation body and or to meet legislative requirements.

g. Client/customer testing

Workers may be required to undergo drug and alcohol tests where such testing is a condition or requirement of a Timberlands' client/customer at a specific site.

5.1.3 Use of oral fluid is the preferred specimen to screen for drugs. However, urine drug testing is at the discretion of Timberlands and or its contractors and may be applied to:

- a. Pre-employment assessment, and
- b. Return to work or as follow up, during or post-rehabilitation following a positive test result, and
- c. For confirmation of not-negative oral fluid screen results.
- d. Where an oral fluid specimen is not possible or where scheduling or conducting of a drug and alcohol test is delayed for whatever reason.
- e. At the discretion of the direct employer

5.1.4 Workers obligations are:

- a. Workers, Visitors and Other Persons are to take part in drug and alcohol testing as directed.
- b. Workers may be required to confirm and provide access to records proving attendance to any scheduled drug and alcohol tests or participation in agreed rehabilitation plans or programmes as part of any return to work agreement (RTWA).
- c. Contractors are responsible for providing the drug confirmation, performed by an accredited laboratory in compliance with relevant NZ Standards, i.e. AS/NZS4308:2008, after any of their direct employees tested as drug Not-Negative under this Standard. This may be conducted at the time of the drug screen performed by the service provider engaged by Timberlands but at the direction/cost of the Contractor /direct employer
- d. Refusal to undergo drug and alcohol testing when requested is to be treated as serious misconduct and subject to consequence management. (See schedule 1)
- e. Failure to provide a urine specimen within 2 hours of the request without proof of a relevant medical condition will be treated as serious misconduct, and subject to consequence management. (See schedule 1)
- f. Providing a fake specimen, substituted or contaminated/adulterated is serious misconduct and subject to consequence management. (See schedule 1)

5.1.5 Screen Test - Drugs

- a. It is preferred, under this Standard, that a drug screen will be undertaken using an oral fluid (saliva) specimen collected from the Worker, Visitor or Other Person by a suitably qualified Collector Screener. However, the choice of the specimen is at the discretion of Timberlands.
- b. If the drug screen indicates the presence of a drug(s) or their metabolite(s) exceeding the cut-off concentrations (Not-Negative) or further testing for "other drugs" or adulteration of the specimen provided is requested, the Worker or Visitor is to provide the second or confirmation test specimen. This confirmation by an accredited laboratory complies with the relevant specimen NZ Standard. The contractor and or direct employer pay for the cost of this.
- c. Onsite drug screen tests shall wherever possible be verified compliant to the most current AS/NZS Standards

5.1.6 Screen Test – Alcohol

- a. Onsite testing is conducted using an AS3457:1997 compliant and calibrated Alcohol Breathalyser
- b. The first test for alcohol may be undertaken using a passive mode of a breath sample from the person tested. This result indicates the presence or absence of alcohol on the persons' breath.
- c. If the test indicates the presence of alcohol, a second test will be conducted using an active mode which measures a litre of breath using a breath tube and applies the prescribed limits. (See schedule 1)
- d. The Worker, Visitor or Other Person is to be asked to perform a second active mode /measured Confirmation test by providing a subsequent sample of their breath at least 15 minutes later using a new mouthpiece. This is a full and final result.
- e. A confirmation test which results in a Breath Alcohol Concentration (BrAC) reading above the prescribed limit is recorded as a confirmed positive test and is subject to consequence management. (See schedule 1)

5.1.7 Frequency of testing

- a. Random selection methods may mean that some workers are tested more frequently than others however the stated aim of Saliva drug testing is to determine "recent use" and as such test frequency and scheduling which selects any worker with greater frequency is deemed relevant, fair and reasonable when Saliva (Oral fluid) drug testing is conducted.
- b. Timberlands can outsource random selection where possible, and provide oversight to ensure it is conducted fairly and reasonably.
- c. Random testing means a minimum of 1000 people tested per annum.

5.1.8 Right to challenge drug test results

Any Worker, visitor or other persons tested and confirmed positive for drugs may request and arrange for the independent analysis of the 'referee sample' taken for the purposes of drug confirmation and held securely by the accredited Laboratory who conducted the Drug Confirmation. The costs of having such independent analysis conducted on the 'referee sample' is the responsibility of the person requesting this, i.e. Worker, Visitor or Other persons

5.2 Confirmation Test - Drugs

5.2.1 General

The process set out below applies where a Worker, Visitor or Other persons returns a Not-Negative result following a drug screen.

5.2.2 Laboratory Confirmation of a Not-Negative Drug Screen Test

- a. The specimen collected for confirmation following an onsite drug screen is processed in the presence of the test subject before being transported to a suitably accredited Laboratory for the confirmation of drug(s), compound(s) or their metabolites.
- b. Until the results of the laboratory confirmation are known (2-3 days), the worker may not commence or continue work and is to be stood down. Individual employer agreements apply regarding normal payment of wages or salary while in stand down.
- c. If the laboratory analysis confirms a negative result, the worker is to be informed and entitled to return to work, if otherwise deemed fit to work.
- d. If the laboratory assessment confirms a positive result, clause 5.2.3 applies

Note: A non-negative drug screen result that is obtained using an oral sample (saliva) collected as a result of a random, reasonable cause or post-incident drug screen test requires a subsequent sample to be collected within 2 hours by a suitably qualified person. This is for confirmation of the drug(s) or metabolites by a Laboratory accredited to the NZ Standard relevant to the specimen type. (The specimen type currently required for confirmation purposes is urine until an oral fluid confirmatory process is practicable and available from an accredited NZ laboratory. At which time a second oral fluid specimen will be collected, processed and transported to the appropriately accredited NZ laboratory for confirmation in compliance with AS/NZS4760:2019)

5.2.3 Positive Results

- a. This clause 5.2.3 is subject to the Policy and this Standard.
- b. In the case where the accredited Laboratory confirms a positive result, the worker shall remain stood down pending the completion of consequence management. (See schedule 1)
- c. If the worker is a direct employee of Timberlands, the worker can access any accrued annual leave, long service leave or rostered days off. The worker is also able to access accrued sick leave, provided that the worker provides Timberlands with a medical certificate verifying that the worker is unable to attend work due to a medical condition related to drug use.
- d. The worker will be provided with the opportunity to explain the positive result.
- e. If the worker is not a Timberlands direct employee, the worker is entitled to the benefits and consequences management of their relevant employment terms and conditions of employment.
- f. The Visitor or Other Persons may be subject to a withdrawal of access rights to KT forest.

5.3 Disciplinary matters

5.3.1 Refusal to undergo testing

A Worker who refuses to undergo drug and alcohol testing or fails to produce a specimen within the required period (Urine 2 hours, Oral Fluid 20 minutes) without a valid medical certificate will be subject to consequence management. (See schedule 1)

5.3.2 Cheating the test

A worker who attempts to falsify the outcome of a drug or alcohol test, or to tamper with, fake or adulterate their test specimen(s), is subject to consequence management. (See schedule 1)

5.3.3 Serious Misconduct

The following circumstances constitute serious misconduct. A Worker, Visitor or Other Person is observed or found to be consuming, selling, supplying, or in possession of drugs or alcohol at a Timberlands or KT related workplace, when conducting work activity or business undertaking.

Note: This action does not require a Drug and/or Alcohol test to be conducted. Where such an incident occurs the Worker, Visitor or Other Person will be subject to consequence management (see schedule 1).

5.3.4 Reasonable Cause notification

Any information volunteered regarding another person's fitness for work concerning this Standard is to be treated in confidence and can only be acted upon after investigation and agreement by two relevant and responsible persons. See Appendix 1

5.4 Use of the rehabilitation assistance program

Workers may be offered rehabilitation assistance consistent with the terms and conditions of their employment agreement. Timberlands may require supportive evidence of rehabilitation offer to Workers in any of the following.

- a. Participation by a worker in a program for the treatment of a drug or alcohol problem will not, of itself, jeopardise the worker's employment. Instead, seeking treatment and successful treatment is a positive approach to minimisation of harm. However, participation in such a program does not relieve a Worker of the responsibility of compliance with this Standard, which includes undergoing drug and alcohol testing when requested. (See Schedule 2 and 3 as well as Appendix 2)
- b. Where a worker has agreed to rehabilitation, they are not permitted back to work unless they returned a negative drug and/or alcohol test result, and such testing may be ongoing as part of a RTWA. (See schedule 1,2 and 3)
- c. Workers experiencing problems with drugs and/or alcohol use, misuse or addiction are urged to seek assistance from the services of a professionally trained counsellor. Refer Timberland EAP Programme for EAP Services' AOD support. To commence, the Referring Manager should complete the referral form within our secure AOD Portal – <https://aod.eapservices.co.nz>.

Note: if you require access to the AOD Portal, please email our Intervention Team to request your secure access – intervention@eapservices.co.nz EAP is our provider
<https://www.eapservices.co.nz/>

Ph 0800 327 669 for EAP for contractors and TL employees

5.5 Awareness

- a. Timberlands require all new and existing workers to understand the Policy and this Standard.
- b. Timberlands require records to be maintained to verify the induction of new workers into the PCBU’s Drug and Alcohol Policy and Procedures including this Standard.
- c. Timberlands will promote and undertake drugs and alcohol awareness programmes and or education from time to time.
- d. For further information contact Carl Stent (carl.stent@tll.co.nz) or your employers Human Resources representative.

6. Document Control

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|-----------------|---|
| Effective Date: | September 28 th , 2020 |
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| Owner: | Timberlands Lead for Occupational Health and Safety |
| Author: | Timberlands Lead for Occupational Health and Safety |

SCHEDULE 1 CONSEQUENCE MANAGEMENT

| Alcohol | Prescribed limit |
|---------|--|
| Alcohol | <p>Applies the NZTA levels 250 Micrograms per litre of Breath (ug/L) BrAC (Breath Alcohol Concentration) 20 years and over</p> <p>0.0 ug/l of breath for under 20 years of age</p> |

| Drugs | Prescribed Limit |
|---|---|
| Legal Drugs (includes prescribed or over the counter medications likely to impair) | <p>A level at or above:</p> <ul style="list-style-type: none"> a. The cut-off level identified in AS/NZS 4760:2019 for oral fluid (saliva) testing; or b. The cut-off level identified in AS/NZS 4308:2008 for urine testing; or c. The permissible level if the drugs were used strictly in accordance with either the manufacturer's recommended dosage rate or the prescription given by a registered medical practitioner (this may require a letter from the prescribing doctor in full knowledge of the workers specific safety sensitive work tasks. (see appendix 4); or d. The limit legally or medically permissible/acceptable for the duty required to be performed e. Which the person taking them is not likely adversely affected by their use, i.e. package insert states adverse effects or warning of activities not to be conducted while using |
| Illegal Drugs | <p>The level at or above:</p> <ul style="list-style-type: none"> a. The cut-off level defined in AS/NZS 4760:2019 for oral fluid (saliva) testing for some drugs this may be the Limit of reporting LOR; or b. The cut-off level identified in AS/NZS 4308:2008 for urine testing |

| Breach of Standard | Interpretation |
|--|---|
| Refusal to undergo test | Applies to all test requests unless exempted |
| Refusal to comply with Rehabilitaiton RTWA | Applies to all who have a RTWA (return to work agreement) |
| Cheating a test (adulteration) | Applies to all specimen collections |

TABLE 1:**TIMBERLAND CONSEQUENCE TABLE RELATING TO DRUG & ALCOHOL TEST RESULTS**

| | POSITIVE RESULT EXCEEDS THE CUT OFF LIMIT |
|---------------------|---|
| Alcohol | Treated as a breach of this Standard, and may result in disciplinary action, subject to Table 2 of this schedule. |
| Legal Drug | Treated as a breach of this Standard, and may result in disciplinary action, subject to Table 2 of this schedule. |
| Illegal Drug | Treated as a breach of this Standard, and may result in disciplinary action, subject to Table 2 of this schedule. |

Please note: Terms and conditions as stated in contractual agreements with Timberlands continue however any Drug or alcohol Policy must benchmark, meet or exceed this Standard.

TABLE 2:**DRUG AND ALCOHOL MATTERS - CONSEQUENCE TABLE RELATING TO POSITIVE RESULT OR BREACH OF THIS STANDARD**

Any breach(s) of this Standard (see definitions) will be investigated to determine mitigating circumstances (if any), after which as a minimum, the following consequences be applied by the employer for any Worker, Visitor or Other Person.

| Consequence | 1ST INSTANCE | 2ND INSTANCE |
|--|---|---|
| Failure to pass random drug test whilst in rehab | Termination of employment and or access to KT forest. | |
| Subsequent breach of the Standard following a previous rehab agreement | Termination of employment and or access to KT forest. | |
| Refusal to undergo testing or comply with rehab RTWA | Treated as a breach of this Standard, and may result in disciplinary action, up to and including termination. | Termination of employment and or access to KT forest. |
| Cheating of test ie adulteration | Termination of employment and or access to KT forest. | |
| Malicious accusations | Treated as a breach of this Standard, and may result in disciplinary action, up to and including termination | Termination of employment and or access to KT forest. |
| Soliciting, selling or distribution of Prescription Drugs or alcohol on any Timberlands or KT Workplace, in any vehicles or equipment or otherwise whilst performing duties for Timberland's and KT Forestry operations. | Termination of employment and or access to KT forest. | |
| Possession and consumption of alcohol of alcohol whilst: <ul style="list-style-type: none"> ● in or around any moving plant or equipment. ● in or around any Timberland's or KT Forestry operational worksites ● on any workplace associated with Timberlands or KT supply chain. | Treated as a breach of this Standard, and may result in disciplinary action, up to and including termination. | Termination of employment and or access to KT forest. |
| Please note that with the written agreement of Timberlands, individual contractors may vary this consequence management table. | | |

TABLE 3:**CONFIRMATORY DRUG TEST CUT-OFF CONCENTRATIONS LEVELS (AS TOTAL DRUG) AS/NZS 4308:2008 OR AS/NZS4760:2019**

| COMPOUND | CUT-OFF LEVEL (MICROGRAMS / LITRE) |
|--|------------------------------------|
| Morphine | 300 |
| Codeine | 300 |
| 6-Acetylmorphine | 10 |
| Amphetamine Methyl amphetamine | 150 |
| Methylenedioxymethamphetamine | 150 |
| Methylenedioxyamphetamine | 150 |
| Benzylpiperazine* | 500 |
| Ephedrine* | 500 |
| Phentermine* | 500 |
| Pseudoephedrine* | 500 |
| 11-nor- 9- tetrahydrocannabinol-9- carboxylic acid | 15 |
| Benzoyllecgonine | 150 |
| Ecgonine methyl ester | 150 |
| Oxazepam | 200 |
| Temazepam | 200 |
| Diazepam | 200 |
| Nordiazepam | 200 |
| α -hydroxy-alprazolam | 100 |
| 7-amino-clonazepam | 100 |
| 7-amino-flunitrazepam | 100 |
| 7-amino-nitrazepam | 100 |

* These drugs may be optionally tested within each class and the specified cut-off levels shall apply.

Table 4 - CONFIRMATORY TEST CUT-OFF CONCENTRATIONS ORAL FLUID**AS/NZS4760:2019**

| Compound | CUT-OFF CONCENTRATION NG/ML | |
|-------------------------------|-----------------------------|---|
| Amphetamine | 25 | NOTES 1. The cut-offs apply to the concentration in the oral fluid specimen (originally obtained from the donor). The average dilution of the device used to collect, store or transport the oral fluid specimen shall be applied to calculate this concentration from the laboratory result. 2. Other drugs or drug classes not listed in Schedule 1 can be added to the testing options provided the laboratory has established validated testing methods consistent with this Standard. |
| Methylamphetamine | 25 | |
| Methylenedioxymethamphetamine | 25 | |
| Methylenedioxyamphetamine | 25 | |
| Tetrahydrocannabinol (THC) | 5 | |
| Cocaine | 25 | |
| Benzoyllecgonine | 25 | |
| Codeine | 25 | |
| Morphine | 25 | |
| 6-Acetylmorphine | 10 | |
| Oxycodone | 20 | |

SCHEDULE 2: REHABILITATION

A worker who returns a positive test for alcohol or drugs faces consequence management outcomes up to and including termination. (See schedule 1)

A worker may voluntarily elect at any time, or after returning a positive test apply for rehabilitation assistance. Timberlands have an Employee Assistance Programme (EAP) for Timberlands and Contractor workers. **Ph 0800 327 669 for EAP for contractors and TL employees**

- a. A worker with a positive result may only participate in rehabilitation assistance following a positive drug and or alcohol test if they are offered and accept a Return to Work Agreement (RTWA). (see Appendix 2 and 3).
- b. Where a Timberlands' or KT contractors' employee enters an RTWA to participate in the rehabilitation assistance offered, Timberlands covers the costs related to the initial assessment where the worker attends the Timberlands recommended rehabilitation service provider.
- c. All other costs which may include time off work to attend the rehabilitation process shall be the responsibility of the worker.
- d. Time off work for participation in rehabilitation assistance may be requested by the worker and paid out of worker sick leave entitlements.
- e. Where sick leave entitlements are not available, it is the manager's discretion to allow unpaid leave for workers receiving rehabilitation assistance after consultation with the worker's relevant Human Resources Manager.
- f. A worker who agrees to enter into an RTWA may return to work once they have returned a negative test result. The specimen type required for a negative return to work drug test is at the discretion of Timberlands or the relevant contractor.
- g. Whilst receiving rehabilitation assistance a worker will be subject to random drug tests (urine or saliva at Timberlands or the contractors' discretion) on a regular and random basis.
- h. If a worker does not attend or complete the required course (rehabilitation programme), returns a subsequent positive result, or refuses to take any subsequent tests, the worker will be managed as per consequence management (see schedule 1, table 2).
- i. It is recommended that a RTWA require ongoing follow up random drug and or alcohol tests to be conducted on a minimum 12 occasions over a period of up to 12 months.

SCHEDULE 3: REFERRAL & REHABILITATION ASSISTANCE

All breach of the policy and this Standards will be reported, investigated, and processed applying a full and fair process. Consequence management will be applied for any Worker found to have breached this Standard.

The nature of the consequence management will reflect the outcome of investigation and individual circumstances of the case and the seriousness of the breach. Examples of consequence management may include but are not limited to, counselling, a formal warning, demotion or transfer, suspension/stand down, or termination of employment and or contract.

Whenever consequence management is under consideration, Managers should ensure that they consider all the circumstances of the case to ensure that the action is fair and appropriate.

Procedure

- a. A supervisor, Manager or Timberlands / Contractor senior employee is to investigate the breach of this Standard as soon as possible, including questioning witnesses of the worker and any complainant (if applicable).
- b. The worker has the right to have a representative present at any investigation meeting. The worker may be stood down on pay, pending the outcome of consequence management (Disciplinary) meeting.
- c. The worker is to be advised of the date of the consequence management meeting, who is to be the convenor (Consequence Management authorised person) together with full details of the breach and any supporting evidence and advised of the possible outcomes of the meeting.
- d. At the meeting, the convenor presents the evidence, and the worker is to be provided the opportunity to explain the breach of this Standard. The convenor who is either the supervisor, manager or other appropriate Timberlands / Contractor senior employee is to consider all the facts and evidence, and the worker's response, before deciding on consequence management outcome.
- e. If Timberlands or the Contractor considers that the allegations are substantiated, either in part or fully, the convenor is to propose their considered consequences management action and seek the worker's feedback on the proposed actions before making a final decision.
- f. The worker is to receive an outcome letter recording the factual findings and consequence management action taken.
- g. All investigations, discussions, advice of meetings and minutes are to be recorded in writing.
- h. Regardless of the consequences outlined in schedule 1 Table 2, Timberland or the Contractor may prevent a worker from returning to the site until the drug and or alcohol test result returns a confirmed negative.

APPENDICES

Appendix 1.0 – Reasonable Cause Indicators

Appendix 2.0 - Drugs and Alcohol Rehabilitation (Optional)

Appendix 3.0 - Return to Work Agreement (RTWA)

Appendix 4.0 - Medications and fitness to work

Appendix 5.0 - Host responsibility Rules

APPENDIX 1: REASONABLE CAUSE INDICATORS

When assessing 'reasonable cause', physical symptoms and/or unusual out of character behaviour must be considered. There will usually be more than one indicator present.

Examples of physical symptoms and behaviour include, but are not limited to, the following:

Physical symptoms

- Bad breath
- Body odour
- Slurred speech
- Unsteady on feet
- Eyes – bloodshot, dilated pupils, pin-point pupils
- Excessive sweating
- Flushed/red complexion
- Loss of weight
- Changes in appearance – clothing, hair, personal hygiene
- Physical signs of accidents such as bruises, cuts or swellings

Behaviours

- Violent behaviour
- Excessive lateness
- Unusual or out of character onsite behaviour
- Unexplained changes in work habits and unsafe practices
- Going to the bathroom more than normal
- Hangovers
- Increased health problems or complaints about health
- Absences often on Monday, Friday or in conjunction with holidays
- Found in possession of bottles of pills, alcohol, drugs and/or paraphernalia onsite

Performance

- Impaired motor skills
- Impaired or reduced short term memory
- Changes in alertness – difficulty with attention span
- Impairments in learning and memory, perception and judgement
- Reduced ability to perform tasks requiring concentration and co-ordination
- Obvious continual drop in performance
- Continual involvement in small accidents, near misses or inattention

Emotional

- Changes in personality or mood swings
- Emotional signs – outbursts, anger, aggression, mood swings, irritability
- Paranoia
- Less energy
- Feigning sickness or emergencies to avoid work
- Defensive when confronted about behaviour
- Dizziness or drowsiness
- Intense anxiety or panic attacks or depression

Reasonable Cause Testing

Reasonable cause testing may also take place where a person learns from a credible source, that the worker/contractor is working under the influence of alcohol and or drugs, or where the worker/contractor is observed using, possessing, distributing or consuming alcohol and or drugs during work time or during any breaks, whether on or off a Timberlands or KT worksite. Please use the Template below to file reasonable cause incident and ensure it is followed up on by the responsible manager for the business activity.

REPORT REASONABLE CAUSE FORM

| | | | |
|--|--|--|--|
| Worker/Contractor's Name: Click or tap here to enter text. | Department: Click or tap here to enter text. | | |
| Date(s): Click or tap to enter a date. | | | |
| Support person: Click or tap here to enter text. | Yes <input type="checkbox"/> | | No <input type="checkbox"/> |
| Supervisor's name: Click or tap here to enter text. | Department: Click or tap here to enter text. | | |
| Approved person's name: Click or tap here to enter text. | Department: Click or tap here to enter text. | | |
| Date(s): Click or tap to enter a date. | | | |
| Supervisor to record below the physical symptoms or behaviour observed: Click or tap here to enter text. | Department: Click or tap here to enter text. | | |
| Comments/explanation of Worker/Contractor (if offered) Click or tap here to enter text. | | | |
| Comments of Supervisor/Approved Person Click or tap here to enter text. | | | |
| Determining reasonable cause | | | |
| From your observation is there a risk to the health and safety of this person and others? Click or tap here to enter text. | Yes <input type="checkbox"/> | | No <input type="checkbox"/> |
| Are you satisfied that it is reasonable possible that the risk is a result of the possible use of drugs or alcohol? | Yes <input type="checkbox"/> | | No <input type="checkbox"/> |
| Do NOT proceed with reasonable cause testing unless the above questions are answered with a YES | | | |
| Acting | | | |
| Reasonable cause established: | Yes <input type="checkbox"/> | | No <input type="checkbox"/> |
| Date: Click or tap to enter a date. | Time: Click or tap here to enter text. | | |
| Action Taken: | | | |
| Supervisor's signature: | Date: Click or tap to enter a date. | | Time: Click or tap here to enter text. |
| Approved person's signature | Date: Click or tap to enter a date. | | Time: Click or tap here to enter text. |

APPENDIX 2: DRUGS AND ALCOHOL EDUCATION & REHABILITATION (OPTIONAL)

Voluntary

Workers may be offered the opportunity to voluntarily join a Timberlands supported alcohol and other drugs education and rehabilitation programme.

Please note: Voluntary education and rehabilitation is not an option for Workers after they have been required to undertake an alcohol and/or other drug test post-incident, for reasonable cause or if randomly selected.

Timberlands or contractor referred

Current workers returning a positive test for the first time, who want to continue employment, may be given the opportunity to join at Timberlands and the contractor's discretion, a supported drug and alcohol education and rehabilitation programme (RTWA). Failure to take part or complete the programme may result in consequence management and disciplinary action is likely to include dismissal.

NB: Timberlands reserves the right not to offer education and rehabilitation in situations where it can justify taking disciplinary action including dismissal.

Funding

Timberlands may offer the following funding for its direct employees. It also encourages contractors and or third-party contractors to offer. Use either option 1a or 1b.

Option 1a

Timberlands may offer drug and alcohol education and rehabilitation as follows:

- Initial assessment by a substance abuse professional/counsellor
- Up to six sessions with a drug and alcohol substance abuse specialist/counsellor
- Up to twelve unannounced follow-up tests per year over 12 months (see Section 6).

Option 1b

Timberlands may offer drug and alcohol education and rehabilitation as follows:

- Provide partial or no funds
- Fund part or all of the education and rehabilitation including the follow-up tests
- The sessions shall be taken outside work hours or leave entitlements may be taken.

Procedure

- a. The worker must sign a contract agreeing to the education and rehabilitation programme and follow up testing (see RTWA at Appendix 3).
- b. The responsible manager will arrange an initial appointment for the worker to meet with the substance abuse specialist/counsellor.
- c. All communications between the specialist/counsellor and worker will remain confidential. However, the specialist/counsellor will be required to communicate with the manager on the expected period for treatment, progress being made and the frequency of comparison testing to monitor progress. There will be a maximum of four weeks allowed for the worker to be ready to return to work.

- d. The substance abuse specialist/counsellor will report to the manager, after the agreed number of sessions, on the necessity or value of further treatment.
- e. The worker is required to fund any sessions required beyond those provided by Timberlands or the Contractor.

Return to work decision

On advice from the education and rehabilitation service provider and drug testing provider the responsible manager will make a return to work decision, based upon:

- a. A comprehensive drug and/or alcohol assessment report from the education and rehabilitation service provider.
- b. This report will indicate the worker's ability and readiness to undertake change.

Follow-up testing

On completion of the programme the worker will be subject to a minimum of 12 random follow-up drug and/or alcohol tests per year over 12 months.

A second positive test outside the treatment period may result in disciplinary action including dismissal. (see Schedule 1

APPENDIX 3: DRUG AND ALCOHOL EDUCATION AND REHABILITATION AGREEMENT (EXAMPLE)

Worker's name:

Click or tap here to enter text.

I Click or tap here to enter text.

Acknowledge that I have been entered the

(Timberlands or contractor/employer) health education and rehabilitation plan and my continued employment with the company is subject to the following:

I am committed to full participation in the health education and rehabilitation plan with the service provider(s) specified by the company.

I authorise the service provider to release the following information to the company:

- Whether I have kept appointments
- Whether the service provider has recommended an education programme and/or course of treatment
- Whether I am following that programme/course
- Whether a return to work is appropriate and within what timeframe
- Whether I have completed the required education/course
- Whether return to work is to full or alternative duties
- Whether I have undertaken the comparison drug (or alcohol) tests when requested to do so.

I authorise the company to permit the service provider to discuss results of drug and/or alcohol tests, undertaken during education and rehabilitation, with the accredited Laboratory, toxicologist and medical advisor (if available).

I agree to use leave entitlements (or unpaid leave) whilst undergoing education and rehabilitation and until I have both returned a negative test(s) and am considered fit to return to my normal or alternative duties.

I agree to undergo a random testing programme of up to twelve subsequent follow-up drug/alcohol tests per year in the 12 months following treatment and agree that the results are to be released to my employer. I understand that the drug tests will be conducted at the accredited Laboratory and additional drugs may be tested for (i.e. not just the substance I initially tested positive for).

I accept that if:

- I do not attend or complete the required education/course
 - On any future occasion, including the subsequent tests above, I return a positive drug/alcohol test
 - I refuse to take any of the subsequent tests
- the consequence may be dismissal without notice.

I accept the terms of this contract, which I acknowledge may be in addition to the terms of my current contract and agree to be bound by both contracts.

Worker

Name & Signature Click or tap here to enter text.

Date Click or tap to enter a date.

Manager

Name & Signature

Date Click or tap to enter a date.

Witness

Name & Signature Click or tap here to enter text.

Date Click or tap to enter a date.

APPENDIX 4: LETTER TO DOCTOR RE SUITABILITY OF MEDICATION STATING WORK TASKS (EXAMPLE)

Re: (Name)- medications and fitness for work

"The company" is committed to a safe and healthy workplace and requires all workers be fit for work and as part of that expectation have a companywide Drugs and Alcohol Policy. This includes random drug and alcohol testing and a requirement for workers prescribed or dispensed medications to notify us if they are taking any medication with potential to affect their ability to work safely or have any issues passing a drug test.

(Timberlands or Contractor name) apply this policy as a safeguard in respect of the Health and Safety at Work Act 2015 obligations (and its agreement with Timberlands). We strive to ensure the health and safety of every worker, visitor, and members of the public in our workspace and make sure everyone gets to go home safely at the end of their workday.

(Name) has (failed an onsite drug test indicating >>>>>) volunteered that they have been prescribed/dispensed (Drug) and we ask that you provide a letter to assure our workplace that this medication and dosage, in light of the work tasks listed below;

- a. Will not affect their ability to safely perform the tasks detailed while under the influence and potential effects of that medication(s)
- b. Is monitored by you or your medical practice for any potential misuse or adverse side effects

We respect patient/doctor confidentiality and greatly appreciate your support of our efforts and concern for the Health and Safety in our Workspace which is why we need to inform you of the safety considerations such medications may pose in relation to the work tasks as detailed and request this assurance.

WORK TASKS

Task 1

Task 2

ETC

Your Sincerely

Name

Company

APPENDIX 5: TIMBERLANDS HOST RESPONSIBILITY RULES

At any workplace function/event "Company name "is committed to be an excellent host and practice/promote responsible alcohol consumption.

Food:

At approved functions where alcohol is served healthy food choices will be provided for our employees and visitors

Non-Alcoholic & Low-Alcoholic Drinks

Non-alcoholic drinks and water will be available at all functions.

Service Intervention

Alcohol will not be served to minors or allow employees or guests to become intoxicated at functions
On signage or invitations, members and visitors are alerted to the above

Transport Options

Safe transport options if made available are well advertised and or including advice for Workers to arrange their own alternative transport should it be required

Leadership

The Manager / Supervisor or designated employee will be leaders and fully endorse and practice sensible alcohol consumption at all workplace affiliated functions/events.

Permission to Host

The Timberlands Managing Director must approve all workplace functions where alcohol is consumed.