



AT SASSAFRAS

POLICY STATEMENT

ALCOHOL, SMOKING & DRUGS IN THE WORKPLACE

Cream at Sassafras is committed to provide a safe and healthy workplace for all its employees, customers, visitors and providers of contract services.

Cream at Sassafras requires that the performance of its employees, visitors and contractors, whilst carrying out work duties, be unimpaired by the influence of alcohol, drugs or any other substance which may adversely affect work performance. Employees who attend work whilst under the influence of alcohol or drugs present a serious risk to their own safety as well as the safety of their fellow workers. Such behaviour is in breach of employees' and contractors' obligations under occupational health and safety legislation.

The use, possession, sale or purchase of any illegal drug, any prescription drug without a valid prescription or of alcohol on Company property or arriving at work under the influence of such substances, is strictly prohibited. Employees who are found on Company premises or whilst on Company business, to be intoxicated through alcohol beverage consumption or drug abuse will be subject to disciplinary action likely to be summary dismissal.

Smoking

- Smoking is prohibited in any building and all vehicles operated by Cream at Sassafras.
- The Designated External Smoking Area is at the rear door. A receptacle is provided for cigarette butts.

Alcohol & Drugs – Zero Tolerance

- Upon commencement of employment, all employees should be advised that attendance at their work place or on Company business whilst under **any influence of drugs or alcohol whatsoever**, will not be tolerated and will lead to disciplinary action up to and including summary dismissal.
- Employees who are in an impaired condition reduces their ability to perform their job and endangers the safety of themselves and/or others. They may cause equipment and property damage or may expose Cream at Sassafras to potential liability. They will not be allowed to work or remain in the workplace.
- If staff believes that an employee's recurrent absenteeism or unsatisfactory work performance is caused by alcohol or drug abuse, they should contact the Proprietor (confidentiality assured) to discuss the option of external counselling/treatment. Alternatively an employee may voluntarily seek this assistance. Any employee who undertakes counselling/treatment will be supported and assured confidentiality.

LEENAH KHOR
Proprietor – July 2009

gourmet pantry essentials & food to go