



# HERITAGE MINERALS

## DRUGS & ALCOHOL POLICY

### Heritage Minerals is committed to:



- Maintaining a drug and alcohol-free workplaces at sites and offices Heritage Minerals control and influence
- Preventing the effects of impairment, associated with the use of substances including drugs or alcohol likely to impact our people in carrying out their normal duties
- Maintaining an drugs and alcohol SOP, guide, awareness, training, testing and Integrated Management System
- Ensuring the drug and alcohol program meets the applicable laws, regulations, standards and codes
- Applying the drug and alcohol requirements to workers and stakeholders in our workplaces
- Eliminating, or where applicable, control the consumption of alcohol to the extent of eliminating alcohol associated risks
- Prohibiting the possession of, use or distribution of illegal substances and where the use of illegal substances is identified the matter may be reported to the police
- Providing managers and supervisors with resources to monitor the workplace activities under their control and where any use of illegal substances is identified, have authority to take necessary corrective and disciplinary action.

Heritage Minerals view that in our work environment, drug and alcohol abuse can have significant economic and health and safety risks as part of our commitment to maintain a safe and healthy workplace.

### To ensure the effectiveness of our alcohol and drug program, Heritage Minerals must:

- Give emphasis to personal responsibility as the basis for compliance to the program
- Communicate and consult with workers and stakeholders (via induction, awareness training, education materials) defining the requirements of the program, the details and their responsibilities
- Provide assistance to workers seeking counselling and or medical attention and the necessary rehabilitation to work
- Train supervisors in the appropriate monitoring and responses associated with suspected impairment in work related behaviour and incidents
- Maintain an open process when implementing a site-specific application of the program
- Test individuals for substance use (if required) and where the acceptance criteria is exceeded, a fair and appropriate response will be applied
- Undertake testing in accordance with the relevant drug and alcohol testing regulation, standards or codes when confirming the presence of substances
- Monitor the results of substance testing to assess prevalence of positive results.

Concerns must be monitored, and where necessary alter work activities of any worker who is temporarily required to take legally prescribed drugs, and that whilst at work, if those drugs are likely to impair the worker or affect their ability to work safely (the use of prescription drugs is to be disclosed if the doctor advises that the individual's fitness is likely to be impaired or effect workplace safety), refer to the drugs and alcohol SOP. Regularly review the performance of the program in reducing the incidence of substance related events in the workplace.

<b>Heritage Minerals Representative:</b>	Malcolm Paterson	 <b>HERITAGE MINERALS</b>
<b>Position:</b>	Chief Executive Officer (CEO)	
<b>Signature:</b>		
<b>Date:</b>	03/05/2023	