



position statement

Alcohol and Drugs

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Applies to	All yourtown		

introduction

yourtown is committed to providing safe, innovative and quality programs and services that support young people and their families, especially those who are marginalised and without voice.

yourtown acknowledges that the use of alcohol and/or drugs reduces an individual's ability to perform their work safely and competently. In accordance with various Acts and Regulations, **yourtown** is committed to maintaining a safe, healthy, and productive workplace that is free from the effects of alcohol and illegal and inappropriate drug use.

yourtown's position

yourtown expects that all **yourtown** team members will take responsibility for arriving and remaining at work in a condition suitable for work and free from the effects of alcohol and drugs.

The unauthorised consumption of alcohol, the possession and use of illegal drugs, and the inappropriate use of any drug or substance are prohibited in **yourtown** workplaces, vehicles and also during work time in an approved alternative workplace which may include home-based hybrid work.

Prescription drugs and over the counter medications that may jeopardise safety and work performance may only be used in strict accordance with product instructions or medical advice, and with the knowledge of a manager able to make any necessary modifications to duties and/or working arrangements.

Clients consuming alcohol and/or using drugs, or displaying the effects of having done so, will not be permitted to continue participating in their program or service until it is considered safe for them to resume. Clients are supported in line with our Duty of Care position.

Smoking, with the inclusion of electronic smoking devices and vapes, in **yourtown** workplaces is not permitted. **yourtown** team members and clients may only smoke in designated outdoor areas, as provided.

All **yourtown** team members are encouraged to take an active role in ensuring the safety of everyone in the workplace. Team members who become aware of others engaging in drug or alcohol related activities in the workplace must advise their people leader immediately.

Appropriate action is taken in accordance with related **yourtown** policies and procedures whenever the above prohibitions are breached.

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