FITNESS FOR DUTY POLICY

Busselton Civil Pty Ltd (BCP) aims to provide a drug-free, healthy and safe workplace. To achieve this goal, employees are required to report to work in a fit and healthy state to perform their jobs in a satisfactory manner.

If an employee is observed by management to be possibly unfit for duty, they will be stood down until further assessment can be obtained and/or Employee Assistance Program referral made. Emergency medical care will be immediately obtained whenever there is a question of acute illness or impairment that threatens the safety of the employee or others.

In keeping with the Fitness for Duty Policy, the Company may at any time, request any employee or sub-contractor to undergo random alcohol and/or illicit drug testing, as per the Company's Drug and Alcohol Policy.

Whilst on BCP's premises and whilst conducting business-related activities off-site, no employee may use, possess, distribute, sell or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or illegal drugs. Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and safely in a manner that does not endanger clients, the employee or other individuals in the workplace. Any employee, who is using a prescribed medication that might impair their ability to perform his or her job, or might create a safety hazard, should discuss the matter with the HSEQ Manager.

It is the employee's responsibility to be mindful of taking on a second job, in relation to fatigue management and to ensure they are able to have adequate rest and sleep, to recover between shifts.

Signed   Date: 24 April 2015

Kyle Jackson
Director
Busselton Civil Pty Ltd