

FITNESS FOR WORK POLICY



Intellect Systems management are committed to providing and maintaining a safe and healthy workplace and will provide a working environment that is not detrimental to personnel health, welfare or performance.

Everyone is required to present themselves fit for work at all times for the duties they are required to perform. Being fit for work means being in a physical, mental and emotional state that enables the performance of duties competently and in a manner that does not threaten the individual's and others, health and safety or their environment.

To support this everyone is required to:

- To report to work with a breath alcohol concentration of 0%;
- Not to report to work or enter places of work if they are not fit for duty, reasons for which may include being under the influence of drugs and/or alcohol, fatigue, stress or illness;
- Not to possess, use, consume, distribute or sell alcohol, illicit drugs or misuse prescribed medication while at work;

- To inform their supervisor when they are using any lawful medication that may impair their behaviour or performance; and
- To inform their supervisor if they believe they are no longer fit for work, and/ or inform their supervisor if they are aware or suspect another person is not fit for work.

In order to achieve these goals Intellect Systems will:

- Reasonably accommodate personnel to have adequate time away from work for family holidays, special events, rest and recreation in order to promote a work life balance and minimise fatigue;
- Provide access to Employee Assistance Programs when and as required for personnel and immediate family; and
- Evaluate people to place them in positions that are suitable to their physical, mental and emotional capabilities.
- utilise, at its discretion, drug and alcohol testing at any of its workplaces to ascertain compliance with this Policy.

Intellect Systems will periodically review this policy, objectives and targets to ensure our evolving business continues to provide safely delivered outcomes that reflect our company values and which are compliant with current legislation.

JASON MONZU

Managing Director
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