

BDD Drug and Alcohol Policy

Version: 1.1

Effective Date: 1-6-2024

Last Updated: 1-6-2024

Created by: Winnie Wang

Approved by: Andy Yang Managing Director

Established in 2015, Black Diamond Drilling Services Australia Pty Ltd is a trusted stockist and supplier of rock drilling tools and consumables, servicing the mineral exploration, mining, water well, and geotechnical sectors across the mining, resources, and construction industries. Our primary clients include drilling contractors and mining companies.

This Schedule reflects our commitment to maintaining the highest industry standards for safe and healthy working conditions, with ISO 45001 serving as our guiding framework.

We acknowledge our moral and legal obligations and recognise that true leadership in our field involves cultivating a strong safety culture—one in which health and safety are respected and actively upheld by all staff and stakeholders engaged in our operations.

1. Purpose

Black Diamond Drilling Services Australia (the Company) is committed to providing a safe, healthy, and productive workplace for all employees, contractors, and visitors. The use of drugs or alcohol in the workplace can impair performance, create safety risks, and negatively affect our team, clients, and reputation.

This policy outlines our commitment to a zero-tolerance approach to alcohol and other drugs (AOD) in the workplace and sets expectations for fitness for work in accordance with our obligations under the Work Health and Safety Act and Regulations, as well as relevant Australian Standards.

2. Scope

This policy applies to all employees, contractors, labour hire workers, visitors, and anyone undertaking work on behalf of the Company, whether at a Company site, client site, vehicle, or other work-related location.

3. Policy Statement

All personnel must present fit for work and be free from the effects of alcohol or drugs that may impair their ability to work safely and effectively.

- Zero tolerance applies to the consumption or influence of illicit drugs or alcohol while on duty or on Company/client premises.
- Prescribed medications must be used only in accordance with medical advice and disclosed where they may impair performance.
- The Company reserves the right to conduct drug and alcohol testing in accordance with this policy.

4. Types of Testing

a) Pre-Employment Testing

All prospective employees and contractors will undergo a drug and alcohol screen prior to commencement.

b) Random Testing

Unannounced testing will be conducted throughout the year on a random selection of personnel.

c) Reasonable Suspicion Testing

Testing will be conducted if an individual shows signs of impairment, erratic behavior, or after receiving a report of suspected influence.

d) Post-Incident Testing

Any person involved in a workplace incident or near-miss may be tested immediately after the event.

e) Return-to-Work Testing

Personnel returning from rehabilitation, suspension, or long-term leave may be subject to testing before resuming duties.

5. Testing Procedures

- Testing will be conducted by a qualified provider, following standards AS/NZS 4308:2008 (urine) or AS/NZS 4760:2019 (oral fluid).
- Chain-of-custody protocols will be strictly followed.
- Non-negative results will be confirmed by an accredited laboratory.

6. Medications

Personnel must notify management if taking prescription or over-the-counter medications that may impact their ability to work safely. Disclosure will be treated confidentially.

7. Breaches and Disciplinary Action

A confirmed breach of this policy, including a positive drug or alcohol test or refusal to comply with testing, may result in disciplinary action up to and including termination of employment or removal from site.

8. Support Services

Employees with substance-related concerns are encouraged to seek help. The Company can provide confidential referrals to professional support services and Employee Assistance Programs (EAPs).

9. Responsibilities

Employees and Contractors:

- Must present fit for work and always comply with this policy.
- Must report any concerns about their fitness or that of others.

Supervisors and Managers:

- Must ensure this policy is communicated and enforced.
- Must report any incidents or suspected breaches immediately.

10. Review

This policy will be reviewed annually, or as legislation or operational requirements change.

This Policy will be introduced to all new staff as part of our corporate induction program. Uncontrolled hard copies may be displayed on-site for awareness and provided to stakeholders upon request.

The Policy will be reviewed annually as part of our Management System Review to ensure its relevance and effectiveness.