

Fitness for Work Procedure – Office Based & Madison Industrial

Accordant is committed to:

- Ensuring, as is reasonably practicable, that all employees and contractors are fit to conduct tasks they are employed to undertake.
- Facilitating a culture where all employees and contractors remain healthy both physically and mentally.
- Supporting our employees and contractors when they may be experiencing mental or physical unwellness.

To ensure that everyone is covered by this Procedure, employees and contractors may be referred to as a 'worker'. When we refer to 'Manager' this may also include a Recruitment Consultant responsible for workers who work for our Client. Workers who work for our Client may be referred to as field workers.

Pre-employment Screening

We are committed to ensuring that all employees and contractors are fit to conduct the work they are assigned to. As part of the recruitment process, we will discuss any health or injury issues that may require special consideration or support. A declaration from the candidate of medical history or condition(s) is required and does not necessarily preclude employing a candidate, rather it ensures we can consider suitability for work and ensure field workers are placed in appropriate assignments.

Wellbeing

Accordant acknowledges that workers may be suffering from fatigue or physical or mental unwellness. This may be a result of work or non-work related pressures.

In all circumstances we want to encourage our workers to let us know if they are experiencing any difficulties. Accordant is committed to supporting our employees and contractors during these times.

Not attending to any areas of unwellness, or demands that a person may not be coping with, can lead to stress. Stress can contribute to fatigue and impairment, and impact on Fitness for Work.

Our Managers will regularly check-in with their team members to make sure they are okay. Our consultants will regularly check-in with our field workers to make sure they are okay.

An Employee Assistance Programme (EAP) is provided to all Accordant employees. Each person can receive up to three free counselling sessions. Due to the nature of self-employment, contractors may be referred to the service but will pay for their own consultations. Information on how to contact EAP is displayed on office noticeboards and intranets. Accordant Consultants will need to provide this information to field workers.

Drugs and Alcohol

Drug and Alcohol consumption may impair work performance. Drug testing will be undertaken for all field workers who work in safety sensitive roles (generally those working for Madison Industrial). This will be undertaken for pre-employment, post incident and reasonable cause.

Pre-employment drug screening will be undertaken using an approved test cup, or by an external provider, in accordance with the *AS/NZS 4308 Procedures for the collection, detection and quantitation of drugs of abuse in urine*. Where drug screen testing takes place at an Accordant office, the testing will be done by an employee trained in drug testing.

Reasonable cause drug testing will be conducted at an Accordant office, or by an external provider using the same method as the pre-employment drug testing. The table below provides examples of reasonable cause.

Signs Indicating Impairment from Drugs and Alcohol	
Behaviours	Observations
Change in behaviour and / or erratic behaviour	Aggression and violence
Sudden and swift changes in mood	Flushed face
Inability to explain reasons for actions	Smell of alcohol
Lack of attention / increased incident rates	Bloodshot eyes
Increased risk-taking behaviour	Unsteadiness
Paranoia	Slurring and impaired speech
Decreased reliability / increased absenteeism	Unusually slow or fast talking
	Slow response to questions and comments

Where belief reasonably exists that a worker is under the influence of alcohol, based on signs and symptoms observed in the above table, the worker may be required to undertake an alcohol test. Testing will be carried out by an external provider in these instances.

This procedure acknowledges that alcohol may be consumed (in a controlled manner) as part of Accordant and/or Client functions or gatherings. During such times, workers should always be mindful that they are a representative of Accordant and should behave in a responsible and respectful manner as not to impact on the company reputation or jeopardise their safety and the safety of others. If driving following these occasions workers are responsible for ensuring that they remain under the legal alcohol driving limit.

Managing Results

Where a field worker undergoes a drug screen and the presence of drugs is detected then:

- Pre-employment – the candidate will not be offered a position with Accordant.
- Post-incident or reasonable cause – the worker will cease work immediately and the assignment may be considered to have come to an end. If we decide to offer the worker further work, they will need to provide a negative result prior to starting another assignment. Thereafter, random testing will be put in place for three months.

Where workers are suspected as being under the influence of alcohol, they shall cease work immediately. No payment will be made when a field worker is unable to work due to a non-negative drug or alcohol result.

Internal employees may be suspended with pay (or without pay in exceptional circumstances), whilst the matter is being investigated.

In instances of non-negative drug or alcohol results, an investigation and disciplinary action may occur for employees. For field employees the assignment may be considered to have come to an end. For Contractors, it may be considered that this is in breach of the Contract for Services, and the Contract may be terminated.

Employees may be offered EAP Counselling.

If an employee, while in employment, refuses a drug or alcohol test an investigation may occur and disciplinary action may be taken in accordance with Accordant policies. The employee may not be able to return to work during an investigation. For Contractors, it may be considered that this is in breach of the Contract for Services, and the Contract may be terminated.

Rehabilitation and Support (for Employees)

We will consider whether we are able to provide rehabilitation and support for employees where drug or alcohol problems are identified.

This may include referring employees to EAP (Employee Assistance Programme), providing unpaid time off work to attend a programme and introducing a return to work plan.

If support and rehabilitation is provided the employee will be required to complete a rehabilitation plan as agreed with Accordant.

Medical Conditions, Illness and Medications

Pre-existing medical conditions or illnesses, and associated medications can impact on fitness for work. Medications often come with information on side effects which should be reviewed by the worker so they are aware of the possible impact taking that medication may have on their ability to work un-impaired.

Workers should declare any medical conditions or illness, and any medication they are taking so that we can assess their fitness for work. We will assess what support we may be able to provide to ensure that they and others remain safe.

Fatigue

Fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time. Being fatigued can impact employees in the workplace and can lead to:

- Reduced concentration.
- Impaired coordination.
- Compromised judgement.
- Slower reaction times and poor decision making
- Reduced output and productivity

Some factors that contribute to the onset of fatigue include;

- Extreme physical or mental exertion
- Long working hours
- Lack of sleep

We will communicate the importance of fatigue prevention with our workers and provide appropriate advice whenever required.

Some controls to assist in the prevention of the onset of fatigue:

- Get enough sleep (7-8 hours per night)
- Eat light healthy meals
- Drink plenty of water
- Take regular breaks
- Minimise caffeine and alcohol intake

Workers should report to their Manager if they feel fatigued in any way, to ensure the safety of themselves and others.

Stress

Stress can refer to the demands that people face at work or home. Stress is not an illness but an awareness that a person may not be coping with an aspect of their life and it can lead to a negative feeling. Stress can contribute to fatigue and impairment, and impact on fitness for work. Impairment can arise from stress that may occur at home or work, therefore Accordant aims to identify this impairment before it results in a workplace health and safety risk.

Workers have a responsibility for their personal life choices, to ensure they don't lead to a risk of harm to themselves or other people at work. Where an employee is medically diagnosed with stress, they may take any entitled sick leave. Where there is no sick leave available, Accordant may approve leave without pay.

Accordant has a duty to ensure that workers are in a safe working environment. This includes not being in a situation where they are exposed to harassment in the workplace. Workplace harassment including sexual, bullying or discrimination will not be tolerated by Accordant.

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. **Harassment** may be a one off incident of unreasonable behaviour.

- **Repeated behaviour** refers to the persistent nature of the behaviour and can involve a range of behaviours over time.
- **Unreasonable behaviour** means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Some examples of behaviour, whether intentional or unintentional, that may be workplace harassment are:

- Abusive, insulting or offensive language or comments
- Aggressive and intimidating behaviour
- Constant criticism, belittling or humiliating comments, including repeated practical jokes or taunts
- Isolating and excluding a person from activities
- Setting tasks that are unreasonably below or beyond a person's skill level
- Spreading misinformation or malicious rumours
- Sexual contact or comments either written, spoken or visual
- Expressions of hostility, contempt or ridicule on the ground of race, colour or ethnicity

Accordant expects all workers to act without discrimination towards others. This includes; marital status, race, religious belief, ethical belief, colour, ethnicity, disability, age, political opinion, employment status, family status and sexual orientation.

Managing Workplace Bullying and Harassment

Initially the affected employee or contractor should try and tell the offending party that the behaviour is unappreciated and ask them to stop. If the behaviour continues then; field workers should contact their Accordant Manager and internal employees should contact their direct manager or Human Resources.

Accordant will investigate (whether formally or informally) any reported instances of workplace harassment in a way that is sensitive, fair and prompt. Human Resources will provide guidance on appropriate action.

For field workers, If the person accused is not an Accordant worker, then the client has the responsibility to look into the matter and carry out an investigation if it determines to. Clients are covered by their own Policies and Procedures. If the person accused is an Accordant field worker, then Accordant has the responsibility to look into the matter and carry out an investigation if it determines to do so. Accordant field workers accused of bullying or harassment may be suspended (without pay due to the temporary or contractual nature of work) while an investigation takes place.

If the person accused is an Accordant internal employee, then Accordant has the responsibility to look into the matter and carry out an investigation if it determines to do so. Internal employees may be suspended with pay (or without pay in exceptional circumstances), whilst the matter is being investigated.

Managers are to ensure that where workplace bullying or harassment has been reported, that it is safe for the worker to remain in the workplace, and if not they are to try and make alternative arrangements. EAP Counselling may be provided.

For field workers, Accordant will work with our Client to ensure that the workplace remains safe (for anyone who has made a complaint) to work in. Should Accordant believe that the Client has not taken necessary steps to provide a safe workplace, we will remove our field worker from the assignment, either permanently or until we determine it is safe for the field worker to resume working there.

Any claims that are false and are of a frivolous or vexatious nature will be dealt with in accordance with the Disciplinary Policy or Contract for Service Agreement.

Fitness for Work Responsibilities

Managers

- Ensuring workers are familiar with the contents of the Accordant Fitness for Work Procedure.
- Taking prompt action when alerted that a worker may not be fit for work.
- Demonstrating commitment to an environment where workplace bullying and harassment is not acceptable, and take necessary action when advised of an incident.
- Ensure any worker identified as not being fit for work is able to get home safely.

Internal Employees

- Understanding and managing the fitness for work requirements for themselves and the field workers they may place into work at a client's site.
- Contact their Manager (promptly) if they have any concerns about their own fitness for work.
- Taking prompt action when being alerted that a field worker may not be fit for work.
- Ensuring any field worker identified as not being fit for work is able to get home safely.
- Completing an Incident Report and investigation (where one is necessary) in relation to fitness for work.

Field Workers

- Arrive for work in a fit state and are not impaired as outlined in this procedure.
- Adhere to this fitness for work procedure.
- Take reasonable care that others are not harmed by something they do or don't do.
- Report to their Accordant Manager any concerns in regard to others not following this procedure.

People and Safety Team

- Providing regular fitness for work information via newsletters.
- Providing guidance and support on matters related to fitness for work.
- Providing guidance with incident reporting and investigations - Health & Safety team for safety related matters and Human Resources for any bullying or harassment matters.