

RESPONSIBLE ALCOHOL AND SUBSTANCE USE POLICY

Australia and New Zealand Transplant and Cellular Therapies Ltd (ANZTCT) is committed to maintaining a safe, respectful, inclusive, and healthy workplace. This policy outlines expectations around the responsible use of alcohol, drugs (including prescription medication), and appropriate conduct at staff social functions. It supports personal responsibility, inclusivity, and wellbeing for all employees, volunteers, and contractors.

While ANZTCT may from time to time organise social events to foster team cohesion and positive workplace culture, all employees are expected to uphold high standards of professionalism and mutual respect at these events and in all work-related settings.

In so far as this policy imposes any obligations on ANZTCT, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in your written employment contract.

The ANZTCT may unilaterally introduce, vary, remove or replace this policy at any time.

GENERAL CONDUCT EXPECTATIONS

Employees and volunteers must always:

- Behave professionally and respectfully in any work-related setting, including staff functions
- Comply with relevant workplace conduct, discrimination, harassment, and safety policies
- Respect the choices of individuals who do not consume alcohol or smoke
- Avoid behaviour that undermines inclusivity, wellbeing, or psychological safety

ALCOHOL

- ANZTCT may permit the responsible consumption of alcohol at staff events or client functions where appropriate and clearly communicated
- Alcohol content must be clearly disclosed when refreshments are served
- Non-alcoholic options must always be available and clearly offered to support inclusivity and respect for individual preferences or cultural beliefs
- No employee should become intoxicated or consume alcohol in a way that could bring the organisation into disrepute or compromise the safety or wellbeing of themselves or others
- Alcohol must never be consumed prior to or during the performance of work duties that involve operating machinery, driving, or where safety is critical

RECREATIONAL DRUGS

- The use, possession, or distribution of recreational drugs at any time during work hours or ANZTCT-sponsored events is strictly prohibited

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PRESCRIPTION MEDICATION

- Employees using prescribed medication that may impair their ability to safely perform their role (e.g., driving, decision-making) are expected to seek advice from their healthcare provider and notify their manager if necessary to ensure appropriate workplace adjustments can be made
- ANZTCT respects the privacy of health information and encourages open, supportive discussions about safety and wellbeing

SMOKING

- ANZTCT is a smoke-free workplace. Smoking is not permitted in ANZTCT offices, vehicles, or events unless in a designated smoking area away from others.

SOCIAL FUNCTIONS

- Be mindful and inclusive of individuals who do not consume alcohol for personal, cultural, or health reasons
- Employees must act responsibly, courteously, and professionally at all ANZTCT events
- Inappropriate behaviour, including offensive language, harassment, intoxication, or violence, will not be tolerated
- All company property and venue facilities must be treated with respect
- Any breach of this policy at a social function may result in disciplinary action

BREACHES

Violations of this policy may result in disciplinary action, up to and including termination of employment or engagement. Serious misconduct involving recreational substances or endangering others will be treated as a matter of urgency and may be referred to relevant authorities.

OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant ANZTCT policies, including:

- Code of Conduct
- Workplace Anti-Bullying & Anti-Harassment Policy
- Equal Employment Opportunity and Anti-Discrimination Policy
- EDIBJ Policy
- Work Health and Safety Policy

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