

## Alcohol and Other Drugs Policy

Optimum Choice as an employer of choice in the NDIS field, may at a future time implement a testing regime for AOD, so as to ensure our participants are given the highest level of professional care available.

All Optimum Choice personnel MUST be alcohol and (illicit) drug free at all times when engaged with participants or on Optimum Choice properties or on business representing Optimum Choice.

The management of Optimum Choice recognise that their personnel in their private lives are free to conduct their own activities as they see fit. Our concern is for our participants, our employees whilst at work and the integrity of our organisation name.

We recognise that the use of private vehicles to transport participants to various locations. Employees must not operate their vehicles on company business whilst under the influence of any AOD substances.

In the event of any accident / incident that also involves participants, Optimum Choice personnel may be required to undertake an AOD test. This is to protect the employee and Optimum Choice.

Should any incident / accident occur by the use of a motor vehicle, the Western Australia Police will in all likelihood conduct AOD testing as part of their investigation process.

Any breach of this procedure shall require an investigation and possible disciplinary actions up to and including dismissal being implemented.

Date 28/03/2020