

## Fitness for Work Policy

### Introduction

Accordant has an obligation, so far as is reasonably practicable, to provide and maintain a safe and healthy working environment and to ensure that all employees and contractors are fit for work. We aim to promote and maintain behaviours internally and amongst our stakeholders that employees, contractors or visitors will come to work in a condition that enables them to perform their duties in a safe manner.

For the purposes of this policy, factors that may impact on someone's fitness for work could include drug and alcohol use, fatigue, some prescription medications and any other physical and mental health concerns.

To ensure that everyone is covered by this Policy, employees and contractors will 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.

### We have the following objectives:

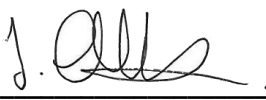
- To undertake robust screening, recruitment and induction processes to ensure workers are fit to undertake their roles in the workplace.
- To provide and promote a safe working environment by:
  - Continuing to reinforce employee awareness of their responsibilities to ensure they are fit for work.
  - Taking action and providing support when the health, safety or work performance of individuals in the workplace is impacted by fitness for work elements.
- To ensure all workers are fit for work and are able to perform assigned duties safely and effectively without any limitations or impacts due to the use of/ or after-effects of alcohol, illicit drugs, non-prescription drugs or prescribed medications, or any other substance.

### To meet these objectives Management will:

- Evaluate workers to ensure they are fit for placement into work and that they are allocated suitable work aligned to their capabilities.
- Ensure workers are aware of the effects of fatigue on their performance and the need to have regular rest and meal breaks to prevent the onset of fatigue.
- Ensure workers are aware of the factors that contribute to fitness for work and the need for them to meet these requirements every day when at work.
- Conduct pre-employment drug screening (as required per business unit within the Accordant Group – generally industrial based roles):
  - Immediately post incident, where machinery or equipment is involved, where high risk work was being undertaken and/or where the event is/ or could be notifiable to WorkSafe.
  - Immediately post incident as determined by Accordant or it's Clients.
  - Where reasonable cause suggests that the employee may be under the influence of drugs.
  - Where required by the Client before placement of a worker.
- Conduct alcohol testing where required by the Client or where reasonable cause suggests that the employee may be under the influence, or when testing is required by Accordant or the Client.

### Everyone at Accordant will:

- Be responsible for carrying out their duties in such a way that Health and Safety is not compromised due to not being fit for work, and will advise Accordant before starting work or while performing work of any factor that may influence their fitness for work.
- Report to work not being under the influence of drugs or alcohol or impacted by fatigue.
- Comply with any client Fitness for Work Policy Statements.
- Not have in their possession any non-prescription drugs while at any Accordant or client worksite.
- Report situations to supervisors and Accordant where they or fellow work colleagues may not be fit for work.
- Notify Supervisors and Accordant if they are taking any prescription medication that may impact on their performance at work.

Signed:   
**Jason Cherrington: Chief Executive**

Date: 31/07/2026 \_\_\_\_\_