



PRIVACY AND DRUG/ALCOHOL POLICY

PRIVACY POLICY – ONSITE RECRUITMENT

Your privacy is important to us. This statement outlines OnSite Recruitment's policy on how we collect personal information and how we maintain, use, store and disclose the personal information we hold and reflects our commitment to you.

It is the policy of OnSite Recruitment to respect the confidentiality of information and the privacy of individuals. OnSite Recruitment are bound by the Australian Privacy Principles (APP) contained in the Privacy Act 1988 (as amended) (Australian Act) in Australia.

OnSite Recruitment's privacy policy will be reviewed and updated from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Please regularly check our privacy policy, so that you are aware of these updates and changes.

COLLECTIONS

OnSite Recruitment may collect personal or sensitive information about you when:

- You complete one of our online or in person application forms
- We receive the results of any competency or medical test or any background check, including credit and criminal record checks
- We receive any complaint or other information from or about you in the workplace
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved
- We receive any information about a workplace accident in which you are involved
- We collect information about you from public domain sources

We will collect data about you, both personal data (such as your name and contact details) and also sensitive personal data (such as information in your CV or Bank/Super Details). The personal data and sensitive personal data will be stored, processed, used and disclosed by us in a suitable, but safe environment.



DISCLOSURES

OnSite Recruitment may disclose your personal information (including to trusted third parties) for the purposes for which it is primarily held or for a related secondary purpose and in some cases we may only disclose information with your consent. Your personal and sensitive information may be disclosed to:

- Potential and actual employers, Referees and clients of OnSite Recruitment
- External providers of on-line training and induction - eg mandatory on-line OH&S Inductions, and background checking agencies - eg criminal record and credit checking
- Our Insurers and Workers Compensation Body

OnSite Recruitment train our internal staff to respect the confidentiality of candidate information and the privacy of individuals. OnSite Recruitment regard breaches of your privacy very seriously and any breach will result in disciplinary action being taken, dependent upon severity.

Safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal information in a combination of secure computer storage facilities and paper-based files. We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will appropriately destroy the records.

FEEDBACK

Any feedback or questions, regarding our privacy policy can be submitted directly to our General Manager via email: jarrod.hart@onsiterecruitment.com.au

The current version of this Privacy Policy is available on our website. If you need a copy of this Privacy Policy in a different form, please ask us and we will try to meet your request.



WORKPLACE ALCOHOL AND DRUG POLICY

Mission Statement

OnSite Recruitment Pty Ltd:

- is committed to providing employees with a safe, healthy and supportive environment in which to work.
- recognises that the safety, health and wellbeing of our employees is important.
- will commit to providing a supportive workplace culture, where healthy lifestyle choices are valued and encouraged.
- maintain an open and positive relationship with current clients and candidates, regarding ZERO HARM in the workplace.

Objectives and Strategies

OnSite Recruitment Pty Ltd:

- comply within the requirements of the Workplace Health and Safety Act 1995 (QLD) and the Occupational Health and Safety Act 2004 (VIC) and the Occupational Health and Safety Act 2000 (NSW).
- assist employees to reduce their harmful behaviour, and lifestyle-related alcohol and drug consumption.
- will offer professional support or advice to current employees effected by excessive alcohol and drug consumption.
- demonstrate a zero tolerance across all building sites, regarding alcohol and drug consumption.

Scope

- This policy applies to all employees at OnSite Recruitment Pty Ltd or those representing OnSite Recruitment Pty Ltd.
- Alcohol and other drugs shall not be consumed on the organisation's premises, in work vehicles, or at any time as paid employees of the organisation, or as a representative of the organisation (see 'Social Events' for exceptions to these circumstances).
- Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, an onsite consultant/client supervisor must be notified. This is especially important when workplace safety is at risk, such as when driving, working at heights or operating heavy machinery.

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- No alcohol or other drugs are to be consumed at any time prior to commencing work or on break times, if this may impair the employee's ability to perform their required duties.
- OnSite Recruitment Pty Ltd has a responsibility to identify and act on all workplace factors that may influence an employee using alcohol or drugs as a support and implement a hazard management process to eliminate or control these risks.
- Any employee identified as having an alcohol or drug-related issue that is impinging on their ability to perform their duties:
 - will be treated with respect
 - can expect and will be afforded complete confidentiality
 - can be assured that this incident will not be cause for discrimination in the future, with regards to their future employment or potential promotion.

Support and Treatment Services

- OnSite Recruitment Pty Ltd will provide information and training about the effects of alcohol and drug use on personal workplace health and safety.
- Early intervention services will be offered to current employees.
- Employees should seek information about treatment services through the company's Employee Assistance Program (EAP) or through their immediate supervisor.
- Information about support and treatment services provided to an individual will remain confidential. Any breach of confidentiality may result in disciplinary action and or termination of employment.

Alcohol and Drug Testing

- OnSite Recruitment Pty Ltd is recognised and qualified as a collector under the Australian Standards AS/NZ 4308:2008 (urine) and AS 4760:2006 (oral fluid drug testing).
- 10275NAT Course in Workplace Drug Testing (breath alcohol) (oral fluid - saliva) (urine) is recognised under the Australian Standards.
- Alcohol and Drug testing may be performed at random or in line with our client's requirements or at the request of Management at OnSite Recruitment Pty Ltd.
- In the event of a non-negative result, the employee will be stood down and will have to provide a laboratory negative result before being reinstated, otherwise instant termination of employment will apply.
- All employees have a legal right to refuse to be tested. If an employee refuses to be tested then it is deemed to be a direct contravention of OnSite Recruitment's Alcohol and Drug Policy, and the result will be termination of employment.

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Social Events

- Responsible social events may be held in this workplace for candidates. This may include events such as Christmas parties and other events of significance to the organisation. At these events:
 - it is expected that all individuals act safely and responsibly
 - it is expected that individuals follow the Australian alcohol consumption guidelines (2009)

Compliance Measures

- All managers, employees and other persons representing OnSite Recruitment Pty Ltd are expected to comply with the requirements of this policy.
- Management is responsible for encouraging compliance with this policy.
- All employees are responsible for ensuring visitors comply with this policy.
- This policy forms part of the conditions under, which contractors agree to work in OnSite Recruitment Pty Ltd's worksite/s.
- Any individual, who is adversely affected by alcohol or drugs will not be allowed to work until they are fit to do so. Suitable transport will be arranged to the person's home at the expense of the individual. If an employee affected by alcohol or drugs is sent home, they will not be paid for lost time. Disciplinary action may be taken on return to work. Support will be offered and available in the meantime.

Expectations

All employees are expected to:

- participate in the implementation of this policy
- comply with the requirements of this policy.

All managers are expected to:

- inform those entering the worksite of this policy
- identify and alter conditions in their work environment that contribute to excessive alcohol and drug use, for example, high levels of stress in the workplace, or increased access to alcohol.



Communication

OnSite Recruitment Pty Ltd will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all team members of our organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of any changes to this policy

Monitoring and Review

OnSite Recruitment Pty Ltd will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from employees or working group and management
- review of the policy by management and working group to determine if objectives have been met
- level of employee engagement
- the number of workplace incidents involving alcohol or other drugs
- the role of alcohol and other drugs in workplace accidents and incidents.

OnSite Recruitment Representative:	
Signature:	
Employee Name:	
Signature:	
Date:	

Issue Date & Version Number: Jan 2019

Authorised By: Jarrod Hart