



Fitness For Work Policy

Intellect Systems (IS) is committed to providing and maintaining a safe and healthy workplace and will provide a working environment that is not detrimental to personnel health, welfare or performance.

Everyone is required to present themselves fit for work at all times for the duties they are required to perform. Being fit for work means being in a physical, mental and emotional state that enables the performance of duties competently and in a manner that does not threaten the individual's and others, health and safety or their environment.

To support this all everyone is required:

- To report to work with a breath alcohol concentration of 0%;
- Not to report to work or enter places of work if they are not fit for duty, reasons for which may include being under the influence of drugs and/or alcohol, fatigue, stress or illness;
- Not to possess, use, consume, distribute or sell alcohol, illicit drugs or misuse prescribed medication while performing work;
- To inform their supervisor when they are using any lawful medication that may impair their behaviour or performance; and
- To inform their supervisor if they believe they are no longer fit for work, and/ or inform their supervisor if they are aware or suspect another person is not fit for work.

Intellect Systems (IS) will:

- Reasonably accommodate personnel to have adequate time away from work for family holidays, special events, rest and recreation in order to promote a work life balance; and
- Evaluate people to place them in positions that are suitable to their physical, mental and emotional capabilities.

IS may utilise, at its discretion, drug and alcohol testing at any of its workplaces to ascertain compliance with this Policy. Where IS performs work under a contract, statutory regime or joint venture that specifies a fatigue, drug and alcohol policy, procedure or other requirements, these shall apply and take precedence.

IS will communicate to personnel how their fitness for work may be influenced by fatigue, medical conditions, consumption of illegal drugs, prescription drugs and alcohol, nutrition and lifestyle and stress and family issues.

IS will periodically review this policy to ensure that our business continues to provide a safe workplace that is not detrimental to our people's health, welfare or performance

Jason Monzu
Managing Director
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