

DRUG & ALCOHOL POLICY STATEMENT

Millennium is committed to maintaining a safe and healthy workplace for all employees, subcontractors, clients and visitors; enabling them to perform their work in a productive manner, and in a way that does not jeopardise their own safety or the safety of others.

Millennium promotes an attitude of zero tolerance, in that it is unacceptable to attend the workplace under the influence of drugs or alcohol. Millennium strictly prohibits the possession, use, sale and transfer of drugs or alcohol during work time or outside of work time on Millennium work sites. If an employee conducts any of these activities, it will be considered gross misconduct and instant dismissal will follow. Millennium will conduct random drug testing, if an employee returns a positive result consideration may be given in the event they are taking a medication prescribed by a certified medical practitioner, and are in possession of a fully fit to work certificate.

Millennium acknowledges that alcohol may be consumed at company functions, however it is expected that as representatives of Millennium, all employees conduct themselves responsibly and within the bounds of Millennium's policies. Alcohol is not to be consumed on company premises unless approved by Millennium's Chief Executive Officer or delegate. This policy applies to all employees of Millennium and any Subcontractors carrying out works on Millennium's behalf.

Millennium Management will:

- Monitor compliance with this policy by all employees and subcontractors
- Notify the Human Resources Manager if there is an emerging concern about compliance with this policy
- Investigate and consider the severity and circumstances of any breaches, taking into consideration the past record of the employee and length of service, before determining the corrective action necessary
- Take corrective action which may be in the form of a verbal or written warning, probation, suspension or instant dismissal
- Document any violation of this policy in the relevant personnel file
- At the request of any employee, provide any reasonable assistance including a structured rehabilitation program without any fear of reprisal to the individual
- Conduct random drug and alcohol testing at the discretion of the Chief Executive Officer or delegate
- Maintain the confidentiality of all employees

Millennium Employees will:

- Respect and abide by this policy and all other policies of Millennium
- Monitor compliance with this policy by members of their team/department
- Promptly notify their manager if there is a breach of this policy
- Seek advice from their manager before undertaking an action or activity that may be contrary to company policy
- Behave responsibly, conducting themselves in a manner that will not damage the reputation of the company
- Cooperate with drug and alcohol testing requirements
- When attending company functions, be responsible and notify a member of management team should you require assistance getting home safely



Scott Alomes
Chief Executive Officer
13 July 2021