



DRUG & ALCOHOL POLICY

ABSTRACT

Bayside Property Guardians is committed to maintaining a safe, professional, and reliable service environment for clients, staff, and the broader community. Guardians operate vehicles, attend private residences, respond to emergencies, and may be required to make critical safety-based decisions. Impairment due to drugs or alcohol presents an unacceptable risk.

Antonio Pochi

Contents

DRUG & ALCOHOL POLICY 2

1. Purpose..... 2

2. Scope..... 2

3. Zero Tolerance Standard 2

4. Definition of “Under the Influence” 3

5. Driving Responsibilities..... 3

6. Prescription Medication 3

7. Random or Reasonable Suspicion Testing 4

8. Incident Response & Impairment 4

9. Disciplinary Consequences 4

10. Professional Conduct & Reputation 5

11. Guardian Acknowledgment 5

DRUG & ALCOHOL POLICY

Bayside Property Guardians – Guardian Operations Manual

1. Purpose

Bayside Property Guardians is committed to maintaining a safe, professional, and reliable service environment for clients, staff, and the broader community.

Guardians operate vehicles, attend private residences, respond to emergencies, and may be required to make critical safety-based decisions. Impairment due to drugs or alcohol presents an unacceptable risk.

This policy establishes clear standards regarding alcohol and drug use to ensure:

- Public safety
 - Staff safety
 - Legal compliance
 - Professional integrity
 - Protection of company reputation
-

2. Scope

This policy applies to:

- All Guardians
 - Supervisors
 - Contractors performing patrol or emergency response duties
 - Any personnel operating company vehicles
-

3. Zero Tolerance Standard

Bayside Property Guardians operates a strict zero-tolerance policy for drugs and alcohol while on duty.

No Guardian may:

- Attend a shift under the influence of alcohol
 - Consume alcohol while on duty
-

- Possess illegal drugs while on duty
 - Be impaired by prescription medication that affects performance
 - Operate a company vehicle while affected by any substance
 - Guardians must be fit for duty at all times.
-

4. Definition of “Under the Influence”

A Guardian is considered impaired if:

- Alcohol is present in their system while on duty
 - They exhibit behavioural, cognitive, or physical signs of impairment
 - Their ability to drive, assess risk, communicate, or make sound decisions is affected
 - They test positive for prohibited substances
 - Even small amounts of alcohol are unacceptable during patrol duties.
-

5. Driving Responsibilities

As Guardians operate vehicles during patrol and emergency response:

- Blood Alcohol Concentration (BAC) must be 0.00% while on duty
 - Any breach will be treated as serious misconduct
 - Drug-driving offences will result in immediate suspension pending investigation
 - Company vehicles must never be driven by any person under the influence.
-

6. Prescription Medication

Guardians must notify management if they are prescribed medication that may:

- Cause drowsiness
 - Impair reaction time
 - Affect judgment
 - Reduce alertness
-

- Failure to disclose relevant medication that affects performance may result in disciplinary action.
 - Management may:
 - Adjust duties
 - Temporarily stand down a Guardian
 - Require medical clearance
-

7. Random or Reasonable Suspicion Testing

Where legally permitted, the company may conduct:

- Random alcohol testing
 - Drug testing
 - Testing following incidents or vehicle accidents
 - Testing where reasonable suspicion exists
 - Refusal to participate in testing may be treated as a positive result.
-

8. Incident Response & Impairment

If a Guardian appears impaired:

- Supervisor must remove the Guardian from duty immediately.
 - Safe transport home will be arranged (if necessary).
 - An internal incident report will be completed.
 - Investigation will occur before any return to duty.
 - Client safety takes priority over staffing considerations.
-

9. Disciplinary Consequences

Breaches of this policy may result in:

- Immediate removal from shift
 - Formal warning
 - Suspension
 - Termination of engagement
-

- Reporting to relevant authorities (if required)
 - Serious breaches (e.g., intoxicated driving, illegal drug possession) will result in immediate termination.
-

10. Professional Conduct & Reputation

Guardians are representatives of Bayside Property Guardians at all times.

- Even off-duty conduct that:
 - Damages company reputation
 - Compromises client trust
 - Brings the organisation into disrepute
 - may result in disciplinary review.
-

11. Guardian Acknowledgment

I acknowledge that:

- I have read and understood the Drug & Alcohol Policy
- I understand that zero tolerance applies while on duty
- I understand driving under the influence will result in immediate action
- I agree to comply with all requirements outlined above

Guardian Name: _____

Signature: _____

Date: _____

Supervisor Witness: _____