

PYBAR MINING SERVICES PTY LTD (PYBAR) is committed to ensuring the safety, health and welfare of all individuals associated with its operations. To achieve this, PYBAR must ensure that all individuals are "Fit for Work" through a process of monitoring and assessment, education and awareness, assistance and counselling and if required, disciplinary procedures.

PYBAR recognises that an individual's Fitness for Work may be affected for a variety of reasons including the adverse effects of fatigue, stress, injury / illness, alcohol or drugs, or other substances (unrestricted, prescription, or illicit). These factors can lead to major deficiencies in an individual's performance or behaviour at work and can be a contributing factor in workplace incidents.

PYBAR's Fitness for Work procedures provide a framework for dealing with these difficult and often sensitive issues. PYBAR believes that early intervention can assist individuals to deal with a situation which may otherwise place at risk theirs and/or others health, safety and well being. PYBAR will provide appropriate assistance and support to overcome issues that could impair Fitness for Work.

## Individual Responsibilities

Every individual has obligations under this Fitness for Work Policy to:

- report for work in a fit condition;
- notify the Supervisor of any **actual** or **potential** impairment of Fitness for Work;
- use medication correctly; and
- notify the Supervisor of any breaches of the policy.

The Fitness for Work policy requires all employees to report:

- any situation in which other individuals may be unfit for work;
- the unauthorised possession or consumption of alcohol or drugs in the workplace;
- the use of any medication (unrestricted or prescription); and
- any other apparent breach of procedures.

All such information will be dealt with in the strictest confidence.

## Monitoring and Assessment of Fitness for Work

Employees could be assessed at the following times:

- prior to employment, as part of your assessment process;
- prior to or during a shift following diminished performance or behavior issues;
- during performance management;
- at random times in the workplace; or
- following specific workplace incidents or accidents or concerns.

PYBAR has a Zero Tolerance policy for illicit drugs and blood alcohol readings above 0.00 in the workplace. Any breach in this policy will be dealt with in accordance with PYBAR's Disciplinary Procedure.

It should be noted that the final determination of whether an employee is Fit for Work will always be at the discretion of PYBAR. This policy applies to all PYBAR projects and activities and includes all employees, including office and managerial staff, all contractors and their employees, other third parties and visitors to PYBAR projects and operations.



**Brendan Rouse**  
**Chief Executive Officer**  
**PYBAR MINING SERVICES PTY LTD**

Date: 19/07/2017