

1. Introduction

CV Services Group Pty Ltd is committed to providing a safe, healthy, respectful, and productive work environment. We acknowledge that an individual's fitness for work can be influenced by a range of factors, including physical health, fatigue, mental wellness, and the effects of drugs or alcohol. Ensuring fitness for work is essential to maintaining a safe and effective workplace.

2. Policy Statement

This policy outlines our expectations and the procedures in place to ensure all employees, contractors, and visitors are fit to safely perform their duties without compromising their own or others' health and safety.

3. Scope

This policy applies to all employees, contractors, and visitors across all CV Services Group entities and worksites, including remote and client-controlled environments. Where applicable, this policy aligns with the requirements of our clients and relevant legislation.

4. Definition of "Fit for Work"

A person is considered "fit for work" when they are in a physical, mental, and emotional condition that enables them to safely and effectively perform their duties. This determination includes:

- Physical capability
- Mental clarity and emotional stability
- Absence of impairment due to fatigue, illness, drugs, or alcohol

The final assessment of fitness for work lies with the supervisor or manager, using a standardized assessment process. Where necessary, this may include consultation with HR or medical professionals.

5. Employee Responsibilities

All employees are required to:

- Present themselves fit for duty every workday
- Participate in health, wellbeing, and assessment programs
- Comply with Company and client policies and procedures
- Notify their manager if they are unfit to work due to illness, fatigue, or other impairments

6. Company Responsibilities

CV Services will:

- Provide education and resources supporting employee wellbeing
- Maintain procedures for pre-employment medicals, fatigue management, drug and alcohol testing, and return-to-work programs
- Support psychological health through mental wellness initiatives and access to Employee Assistance Programs (EAP)

7. Programs and Procedures

The following programs support this policy:

- Health and Wellbeing Programs
- Fatigue Management Procedures
- Mental Wellness and Psychological Safety Initiatives
- Drug and Alcohol Testing
- Pre-employment and Periodic Medicals
- Rehabilitation and Return to Work (RTW) Programs
- Smoking and Tobacco Use Policies

8. Consequences of Policy Breach

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, in accordance with the Company's Code of Conduct and Disciplinary Policy.



Andrew McMaster
CEO
CV Services Group