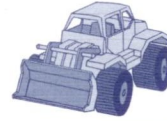




GODFREY'S FITTING SERVICE



DRUG & ALCOHOL POLICY

Godfrey Fitting Service is committed to maintaining a safe work environment for all employees. Drugs and alcohol may affect employees performance and thus endanger themselves and other employees.

Maintenance of a safe workplace will be achieved by:

- Ensuring that all our employees recognize that they have a responsibility to comply with the law and a duty of care for their own safety and other employees.
- Ensuring that persons affected by Drugs and/or Alcohol are not permitted or removed immediately from the workplace.
- Screening for Drug and Alcohol levels as required.
- Induction and training.

Norm Godfrey
Director

Leanne Godfrey
Director

Dated: 12th April 2006

This document will be reviewed annually