

JTH Asset Management provides a work environment which aims to ensure the health, safety, respect and productivity of all employees. The Company acknowledges that the use of illicit drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and our customers.

The use of such substances may result in the risk of injury or a threat to the wellbeing of the impaired employee, other employees, and customers as well as members of the public. The Company has an obligation under the Queensland Coal Mining Act and Regulations, including Work Health and Safety legislation to provide a safe work environment. The purpose of this policy is to maintain a work environment that is free from the negative effects of drug and alcohol use in the workplace.

JTH aims to achieve these policy objectives by:

- Providing training and education on JTH's standards and expectations regarding employee FFW.
- Conducting employee drug and alcohol testing as per Company and Site procedures.
- Confidential reporting of any employee using prescription medication.
- Taking disciplinary action for breaches of this Drug & Alcohol Policy involving alcohol or illicit drugs.
- Providing employees with access to JTH's Employee Assistance Program as a means of support for employees who may have a drug and/or alcohol dependency.

JTH Asset Management's policy is that employees must not be under the influence of alcohol or drugs when performing any work duties for the Company. Employees must not commence work or return to work whilst under the influence of alcohol or drugs. The consequences of breaching this policy will include disciplinary action up to and including termination of employment.

This policy statement shall be displayed at our JTH office in Mackay and is communicated to employees during our Safety Induction, and accessible via our Company website. We will review this policy periodically to ensure it remains relevant to the needs of the Company and our clients.

The directors of JTH Asset Management endorse this policy to confirm their personal commitment to maintaining a work environment that is free from the negative effects of drug and alcohol use.

JTH IS COMMITTED TO PROVIDING A DRUG & ALCOHOL-FREE WORKPLACE THOROUGH RESPONSIBLE  
MANAGEMENT

**Jason Trannore** | Director

**Dan Hollis** | Director