RIVERINA TRAFFIC SERVICES Pty. Ltd.

THE SAFER OPTION

DRUG & ALCOHOL POLICY STATEMENT





40 BOMEN RD
BOMEN
NSW 2650
26 ANNETT Cr
LAVINGTON
NSW 2641
222 SNOWY
MOUNTAINS HWY
TUMUT
NSW 2720
ABN 145 617 492
ACN 145 617 492

Contents

1. Scope 2
2. Compliance with Legislation and Responsibilities 2
3. Definitions 2
4. Consequences for Violations 3
5. Employee Support and Counselling 3
6. Drug and Alcohol Testing 3
Random Testing: 3
Post-accident and/or incident testing 4
For-cause testing based on reasonable suspicion of intoxication or impairment 4
Pre-employment testing 5
Blanket testing 5
Upon returning to duty 5
Follow-up testing following positive results 5
7. Objectives 6
8. Enforcement 6
9. Testing during Employment/Engagement 6
10. Testing Procedures 6
10. Breach of Policy 6
11. Post-Treatment Testing 6
12. Search and Surveillance 6
13. Confidentiality and Privacy Legislation 7
14. Application 7
Appendix 1 - Pre-employment/Engagement Testing Flowchart 8
Appendix 2 - Post Incident Testing Flowchart - PI 1 9
Appendix 3 - Reasonable Cause Testing Flowchart RC 1 10
Appendix 4 - Post Incident & Reasonable Cause Testing Flowchart PI/ RC 2 11
Appendix 5 - Random Selection/Testing Flowchart RS1 12
Schedule A – Drug Testing Procedure 13
Schedule B - Reasonable Cause Indicators – Process Form 14
Schedule C – Return to Work Contract 17
Schedule D - Safety Sensitive Positions & Roles 19

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1. Scope

Riverina Traffic Services Pty Ltd is commitment to health and safety which extends to ensuring our workers, clients and members of the public's wellbeing is not compromised by people affected by drugs and alcohol. The scope of this drug and alcohol policy statement extends to all workers of Riverina Traffic Services Pty Ltd.

Riverina Traffic Services Pty Ltd is obligated under the current Work Health and Safety Legislation and has commercial responsibilities to prohibit drugs and alcohol in the workplace except for the consumption of alcohol at social functions where appropriate protocols and transport arrangements are implemented and adhered to.

The bringing of drugs and alcohol and or consumption at work, reporting for work or operating equipment under the influence of drugs and alcohol will not be tolerated.

A worker is under the influence of drugs if a drug test would result in a positive result.

A worker is under the influence of alcohol if an alcohol test would result in a blood/alcohol content reading higher than 0.00.

Workers on prescription medicines and/or drugs that may affect their work performance should immediately advise their supervisor of the situation in the interests of minimising the potential of an accident and subsequent injury to self, workmates, or a member of the public.

Employees found possessing or under the influence of alcohol or drugs while on duty will be immediately prohibited from performing their tasks and may face disciplinary actions, including dismissal.

It's important to note that there is no specific legal requirement in New South Wales (NSW), Australia, that mandates employers to refer employees to professional counselling or provide time off work for such counselling.

While respecting the private lives of our employees, management may offer assistance to individuals by providing information and contacts for counselling services to employees dealing with drug and alcohol-related issues.

To ensure a safe work environment alcohol and drug testing may be performed under the following circumstances: - Random testing, - Post – Accident and/or Incident, - For cause testing – on reasonable suspicion of intoxication or impairment, - Pre- Employment, - Blanket, - Upon return to duty, and - Following-up on Positive Test Results.

Where required by a client, workers will be subjected to mandatory drug and alcohol testing.

Riverina Traffic Services Pty Ltd will conduct drug and/or alcohol testing in a manner consistent with worker's privacy rights.

2. Compliance with Legislation and Responsibilities

Riverina Traffic Services Pty Ltd is committed to adhering to current Work Health and Safety Legislation and fulfilling our commercial responsibilities. As part of this commitment, we strictly prohibit the use of drugs and alcohol in the workplace. The only exception is the consumption of alcohol at social functions, where specific protocols and transportation arrangements are in place. Bringing drugs and alcohol to work, reporting for work under the influence of these substances, or operating equipment while impaired is strictly prohibited.

3. Definitions

A worker is considered under the influence of drugs if a drug test would yield a positive result.

A worker is considered under the influence of alcohol if an alcohol test indicates a blood/alcohol content reading higher than 0.00.

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Workers using prescription medicines or drugs that may affect their job performance must promptly inform their supervisor to mitigate potential accidents and injuries to themselves, colleagues, or the public.

4. Consequences for Violations

When violations occur in connection with this Drug and Alcohol Policy Statement, the subsequent repercussions will be as follows:

Employees found possessing or under the influence of alcohol or drugs while on duty will be immediately prohibited from performing their tasks.

Declining to undergo drug or alcohol testing will be treated as an affirmative test result.

In the event of a positive test result or refusal to undergo testing, the employee will be placed on a five-day unpaid suspension. During this suspension period, the employee will have the opportunity to obtain a pathology test at their own cost to either demonstrate a negative result or confirm the positive test.

If the employee does not provide evidence of a negative test result within five days of the initial positive result or refusal, termination proceedings will be initiated by Riverina Traffic Services Pty Ltd.

5. Employee Support and Counselling

It is important to clarify that no specific legal requirement in New South Wales (NSW), Australia, mandates employers to refer employees to professional counselling or provide time off work for such counselling. Nevertheless, while respecting the private lives of our employees, management may offer assistance to individuals by providing information and contacts for counselling services to employees dealing with drug and alcohol-related issues.

It is essential to acknowledge that individual circumstances may vary. Therefore, employees are encouraged to seek the help they need to address any personal or work-related issues related to alcohol and drug use.

6. Drug and Alcohol Testing

Random Testing:

Random testing is a proactive and unannounced procedure where employees are selected for drug and alcohol testing without prior notice. This method is designed to ensure that individuals are complying with Riverina Traffic Services Pty Ltd's drug and alcohol policies and maintaining a safe and drug-free work environment. Random testing helps deter substance abuse, discourages employees from coming to work under the influence, and promotes a culture of responsibility and safety within the workplace. It also provides an unbiased and fair approach to monitoring and addressing potential violations of Riverina Traffic Services Pty Ltd's drug and alcohol policy statement. Random testing, when conducted fairly and consistently, enhances workplace safety, employee morale, and overall organizational well-being.

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Post-accident and/or incident testing

Post-Accident and/or Incident Testing is a specific type of drug and alcohol testing conducted in the workplace. It occurs after an accident or incident has occurred in the workplace, particularly when there is a reasonable suspicion that drug or alcohol use may have contributed to the event. This testing is typically employed as part of a broader workplace safety program and serves several important purposes:

Post-accident and/or incident testing helps employers determine if drug or alcohol use was a contributing factor to the accident or incident. It aims to establish a connection between substance use and the event to assess whether violations of workplace policies were involved.

The primary goal of this testing is to improve workplace safety. If it is found that an accident or incident resulted from substance use, it can lead to corrective actions, such as safety enhancements, retraining, or policy revisions, to prevent future occurrences.

Conducting post-accident and/or incident testing can help Riverina Traffic Services Pty Ltd in potential legal situations. It may provide evidence to support the employer's actions and demonstrate their commitment to ensuring a safe working environment.

Post-accident and/or incident testing should be conducted fairly and consistently. It should not target specific individuals but rather be applied uniformly to all employees involved in similar situations to maintain fairness and objectivity.

It is essential to balance the need for safety with employee privacy and rights. Testing should be done in accordance with legal requirements and adhere to appropriate procedures, including protecting employee confidentiality.

Depending on the test results, Riverina Traffic Services Pty Ltd may implement various follow-up actions, such as providing information or contacts for employees with substance abuse issues, conducting further investigations, or taking disciplinary actions in line with Riverina Traffic Services Pty Ltd's policies.

In summary, post-accident and/or incident testing is an important component of a workplace safety program. It helps identify the role of drug or alcohol use in workplace accidents or incidents, promotes safety improvements, addresses legal considerations, and maintains fairness and privacy while upholding the overall safety and well-being of employees and the workplace.

For-cause testing based on reasonable suspicion of intoxication or impairment

Reasonable suspicion-based testing for intoxication or impairment, commonly referred to as 'OR-cause testing,' is a legal and safety protocol Riverina Traffic Services Pty Ltd to assess an individual's sobriety or cognitive functioning. This testing is initiated when there is a reasonable belief, supported by specific observations or evidence, that an individual may be under the influence of drugs or alcohol or is otherwise

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impaired in a way that poses a risk to themselves or others. OR-cause testing aims to ensure public safety by allowing Riverina Traffic Services Pty Ltd to confirm impairment and take appropriate action, such as conducting further investigations. It serves as an essential tool in maintaining safety in workplaces, by identifying impaired individuals.

Pre-employment testing

Pre-employment drug and alcohol testing is a specific subset of pre-employment screening designed to detect the presence of controlled substances and alcohol in a job applicant's system. Riverina Traffic Services Pty Ltd utilize these tests to ensure that potential employees are not under the influence of drugs or alcohol. Such testing typically involves a urine or saliva sample and may also include breathalyser tests. The primary objective is to create a safer and more productive work environment by reducing the risks associated with

substance abuse, protecting the well-being of employees, and ensuring compliance with industry or legal standards. Candidates who fail these tests are disqualified from consideration for employment with Riverina Traffic Services Pty Ltd.

Blanket testing

Drug and alcohol blanket testing is a proactive approach employed by Riverina Traffic Services Pty Ltd to maintain a substance-free workplace. Unlike pre-employment testing, which focuses on new hires, blanket testing involves periodic or random screening of all employees, irrespective of their position. The purpose of these tests is to deter drug and alcohol use among employees, identify any potential issues early, and ensure continued compliance with safety regulations and Riverina Traffic Services Pty Ltd's policies. Blanket testing can encompass a range of methods, including urine tests, breathalyser assessments, and other means of detecting substance abuse. By implementing blanket testing, employers aim to foster a safer and more productive work environment, maintain compliance with industry standards, and address substance-related issues promptly, promoting overall workplace safety and employee well-being.

Upon returning to duty

Drug and alcohol testing upon returning to duty is a safety protocol applied at Riverina Traffic Services Pty Ltd where employees have faced suspension or disciplinary action due to a previous violation of substance abuse. This testing occurs when an individual is ready to resume their job responsibilities after a period of absence or suspension related to drug or alcohol-related issues. The purpose of these tests is to confirm that the employee is no longer under the influence of drugs or alcohol and is fit to perform their duties safely. Testing methods can include urine tests, breathalyser assessments, or other appropriate measures. By conducting drug and alcohol testing upon return to duty, Riverina Traffic Services Pty Ltd aims to ensure workplace safety, uphold compliance with regulations, and offer employees the opportunity to return to work once they are no longer impaired by substances, ultimately safeguarding the well-being of both employees and Riverina Traffic Services Pty Ltd.

Follow-up testing following positive results

Drug and alcohol follow-up testing is a process implemented after an individual has tested positive for drug or alcohol use during a prior screening. It is conducted as a condition for an employee to remain employed by Riverina Traffic Services Pty Ltd. The primary purpose of follow-up testing is to monitor an employee's sobriety and adherence to substance abuse. These tests occur at predetermined intervals and are used to verify that the person is no longer using drugs or alcohol. This ongoing testing is a vital component in helping employees overcome substance abuse issues.

Where required by a client, workers will be subject to mandatory drug and alcohol testing.

Riverina Traffic Services Pty Ltd ensures that drug and alcohol testing respects workers' privacy rights.

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7. Objectives

Riverina Traffic Services Pty Ltd is committed to ensuring the good health and safety of every employee, maintaining a healthy and safe workplace, and ensuring the safe operation of equipment. For this reason, this Drug and Alcohol Policy Statement is adopted, which prohibits all Employees from working under the influence of drugs or alcohol.

For the purpose of this Policy Statement, "Drugs" includes any mind-altering or legally controlled substances, as well as illicit drugs listed in relevant legislation and standards. "Alcohol" refers to alcoholic beverages. "Employee" refers to any person employed or engaged by Riverina Traffic Services Pty Ltd.

8. Enforcement

All Riverina Traffic Services Pty Ltd's employees are responsible for ensuring their compliance with this Drug and Alcohol Policy Statement. If an employee suspects a colleague is in breach of this Drug and Alcohol Policy Statement, they should report the matter to a Manager. Employees taking medication that could impair their performance must seek advice from their medical practitioner and inform Riverina Traffic Services Pty Ltd.

9. Testing during Employment/Engagement

During employment or engagement, Riverina Traffic Services Pty Ltd may require employees to undergo drug and alcohol testing. Testing may be conducted for several reasons, including reasonable suspicion, random testing, incidents, and client requests.

10. Testing Procedures

Drug and alcohol testing will be conducted in compliance with relevant Australian Standards. The specific testing procedures are outlined in Schedule A of this Policy Statement.

Refusal of drug or alcohol testing will be considered as a positive test result.

In the event of a positive test result or refusal to undergo testing, the employee will be placed on a five-day unpaid suspension. During this suspension period, the employee will have the opportunity to obtain a pathology test at their own cost to either demonstrate a negative result or confirm the positive test.

If the employee does not provide evidence of a negative test result within five days of the initial positive result or refusal, termination proceedings will be initiated by Riverina Traffic Services Pty Ltd.

10. Breach of Policy

Riverina Traffic Services Pty Ltd strictly enforces this Policy Statement in the workplace, at social events, and work-related functions. A positive result from a drug and/or alcohol test constitutes a breach of this Drug and Alcohol Policy Statement. Breaches may result in disciplinary action, including warnings, demotion, or dismissal.

11. Post-Treatment Testing

Employees who have undergone rehabilitation treatment will be required to pass drug and alcohol tests before returning to their regular duties. Subsequent random testing may also be conducted over the next six months.

12. Search and Surveillance

Riverina Traffic Services Pty Ltd may undertake searches, electronic surveillance, and inspections to further the objectives of this Drug and Alcohol Policy Statement. Employees consent to these actions by bringing personal property onto Riverina Traffic Services Pty Ltd's premises and worksites.

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13. Confidentiality and Privacy Legislation

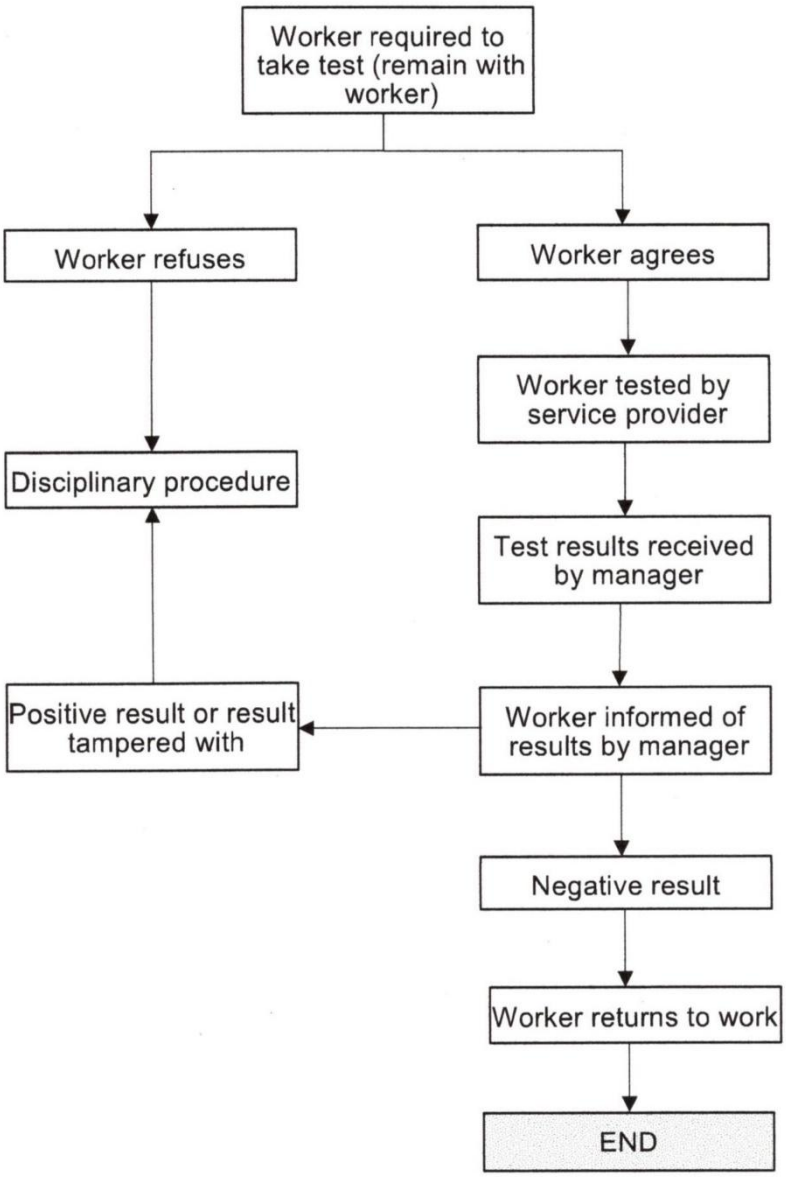
Information collected through testing and participation in rehabilitation or treatment programs is confidential and will be held by the Chief Executive Officer. Employees can request access to this information, and it will not be disclosed to external parties without the employee's written consent, except as required by law.

14. Application

This Drug and Alcohol Policy Statement applies to all employees of Riverina Traffic Services Pty Ltd. If you have any questions or concerns about this Policy, please contact the Chief Executive Officer of Riverina Traffic Services Pty Ltd.

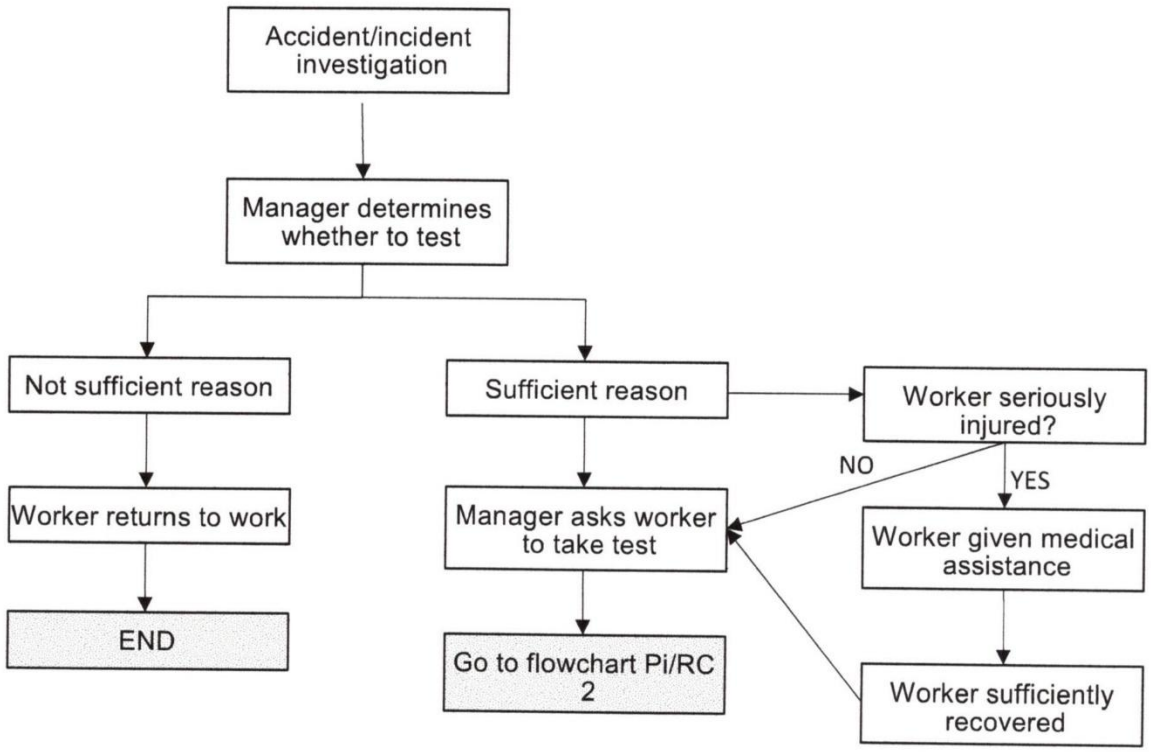
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Appendix 1 - Pre-employment/Engagement Testing Flowchart



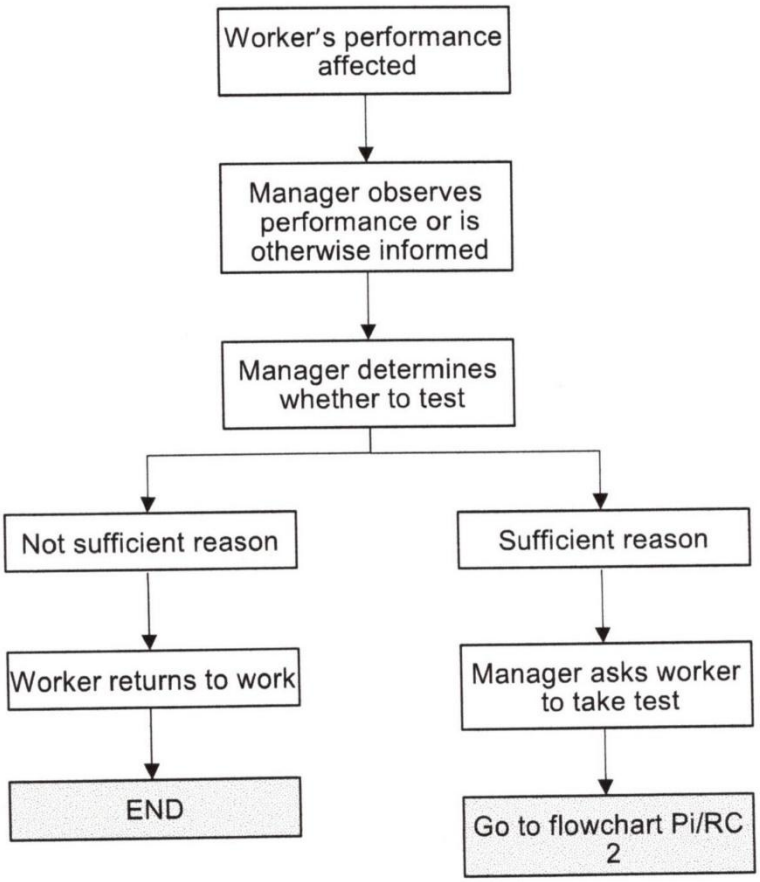
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Appendix 2 - Post Incident Testing Flowchart - PI 1



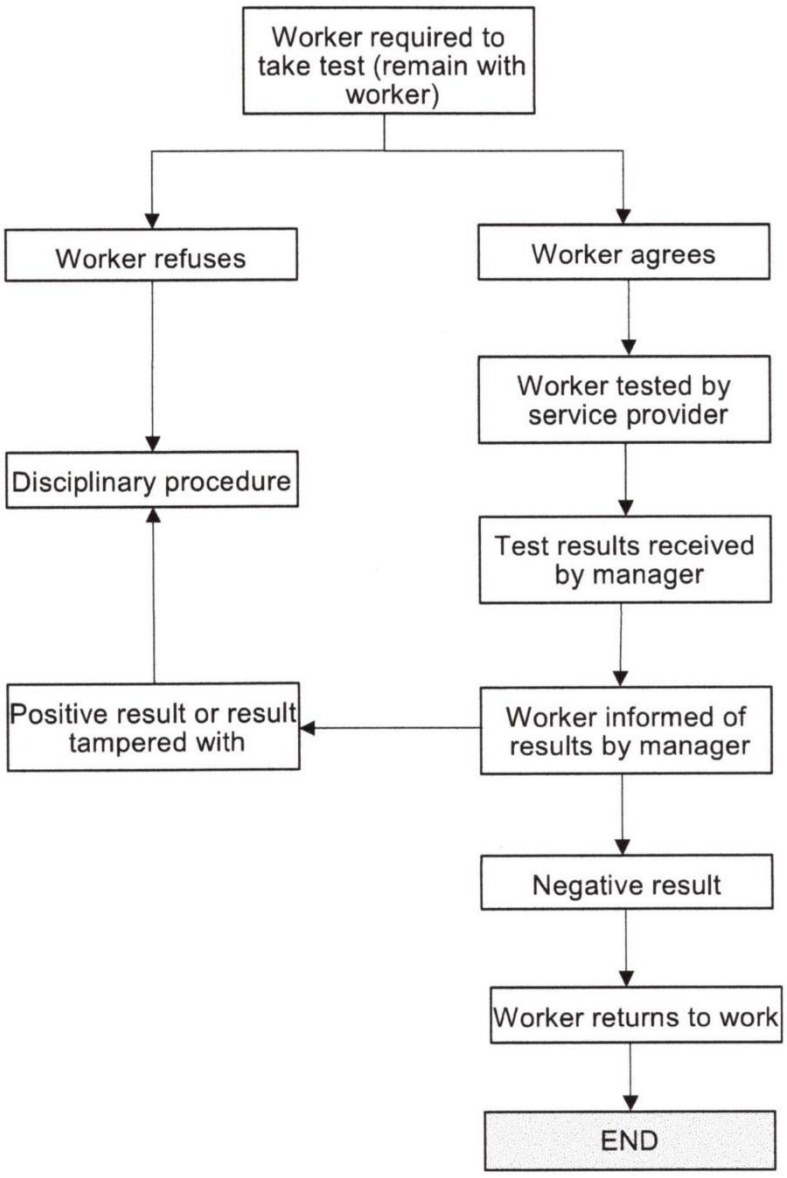
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Appendix 3 - Reasonable Cause Testing Flowchart RC 1



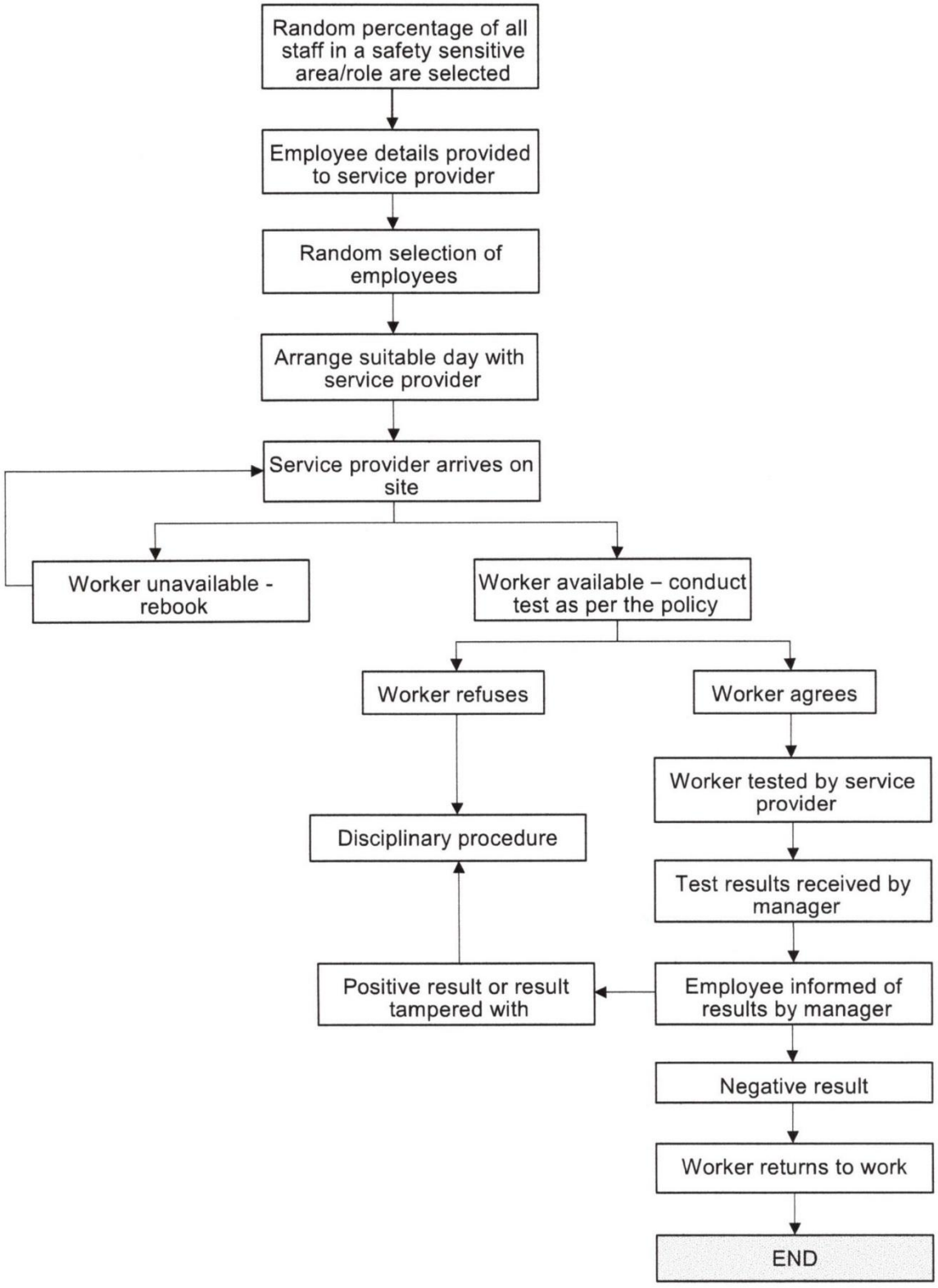
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Appendix 4 - Post Incident & Reasonable Cause Testing Flowchart PI/ RC 2



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Appendix 5 - Random Selection/Testing Flowchart RS1



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Schedule A – Drug Testing Procedure

Urine Drug and Alcohol Procedure AS/NZS 4308:2008

Step 1 The identity of Employee is confirmed (using photo ID) and the Employee's details are recorded including any medication the Employee may be taking.

Step 2 The screening process and consent are explained to the Employee and written consent is obtained from the Employee.

Step 3 The breath alcohol screening is conducted (if applicable).

Step 4 The Employee is asked to wash their hands.

Step 5 The Employee is given a test cup and asked to provide a sample.

Step 6 The Employee gives the collector the sample. Step

Step 7 The sample is checked for temperature and foreign objects and then lid is placed on the container.

Step 8 The urine is checked to ensure it is within a testable range using the adulteration panel which checks for 5 main adulterants.

Step 9 The results of the test are recorded, and copy given to the Employee. If the result is negative, the Employee will be allowed to return to his/her duties. If the initial on-site result is non-negative, the procedure will continue from step 10 below.

Step 10 The Employee is asked if he/she agrees with the result and is given the opportunity to make any comments. The Employee is advised that the sample will be split into multiple samples and sent to an accredited laboratory for confirmation.

Step 11 The sample is split into three separate containers in the Employee's presence and the tamper proof seals are placed on them which are initialled and sealed in the Employee's presence. The Employee signs chain of custody forms.

Step 12 The samples are secured in a tamper proof bag and forwarded to an accredited laboratory for confirmation.

Step 13 The results are forwarded directly to the Chief Executive Officer of Riverina Traffic Services Pty Ltd.

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Schedule B - Reasonable Cause Indicators – Process Form

When determining "reasonable cause", physical symptoms and/or unusual or out of character on-site observable behaviours must be considered. Examples of physical symptoms or behaviours include, but are not limited to:

- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs – outbursts, anger, aggression
- changes in personality
- changes in alertness – difficulty with attention span
- changes in appearance – clothing, hair, personal hygiene
- less energy
- involvement in various minor accidents
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- slurred speech
- hangovers
- violent behaviour
- impaired motor skills
- bloodshot eyes
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks
- impairments in learning and memory, perception, and judgement
- irritability
- depression
- odour of alcohol or drugs
- inability to walk in a straight line
- irrational laughter and foolish behaviour Reasonable grounds testing may also take place where Riverina Traffic Services Pty Ltd learns, from a credible source, that the Employee is working under the influence of drugs and/or alcohol, or where the employee is observed using, possessing, distributing or consuming drugs or alcohol during work time, during any breaks and/or during Riverina Traffic Services Pty Ltd's social event or work related function, whether on or off Riverina Traffic Services Pty Ltd premises or during our outside normal working hours.

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Employee's name: _____

Date(s): _____

Support person: ☐ Yes ☐ No

Supervisor's name: _____

Witness name: _____

Date(s): _____

Supervisor to record below the physical symptoms or behaviours observed:

_____

_____

_____

Comments/explanation of Employee (if offered)

_____

_____

_____

Comments of Supervisor/Approved Person

_____

_____

_____

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DETERMINING REASONABLE CAUSE

From your observation is there a risk to the health and safety of this person and others?

Yes ☐ No ☐

Are you satisfied that it is reasonably possible that the risk is a result of the possible use of drugs or alcohol?

Yes ☐ No ☐

Do NOT proceed with reasonable cause testing unless the above questions are answered with a YES

TAKING ACTION

Reasonable cause established? Yes ☐ No ☐ Time: _____

Date: _____

Action taken: _____

Supervisor's signature: _____

Date and time: _____

Witness signature: _____

Date and time:_____

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Schedule C – Return to Work Contract

[Your Name]

[Your Title]

Riverina Traffic Services Pty Ltd

40 Bomen Rd

BOMEN NSW 2650

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Re: Return to Work Contract

We are pleased to inform you that, following the negative drug and alcohol test, you are eligible to return to work at Riverina Traffic Services Pty Ltd.

As you prepare to resume your responsibilities, we want to outline the terms and conditions of your return to work to ensure a smooth transition and continued success. Please review and acknowledge the following:

Your scheduled return to work is set for [Start Date]. When you are allocated a shift, you are expected to report to the depot located at 40 Bomen Road, Bomen, NSW 2650, at the designated time.

Your work schedule will be determined based on the operational needs of Riverina Traffic Services Pty Ltd. As part of your role, you may be required to work various shifts, which can include day shifts, night shifts, weekends, and holidays, as well as potential overtime as needed. Riverina Traffic Service Pty Ltd's goal is to maintain flexibility in scheduling to ensure the efficient functioning of our operations. The Operations Manager will provide you with your specific work schedule in advance, allowing you ample time to plan and prepare for your duties. We appreciate your understanding and cooperation in accommodating the work schedule that is required in our operations. Your flexibility in this regard is greatly valued as it contributes to the success of Riverina Traffic Service Pty Ltd and the services we provide to our clients.

To maintain a substance-free work environment, you will be subject to periodic and random drug and alcohol testing. Failure to comply or any positive test results will result in immediate termination.

Riverina Traffic Services Pty Ltd is committed to maintaining your privacy and confidentiality. However, you must inform Management about any medications you may be taking that could affect your job performance or appear on a drug test.

You must adhere to all Riverina Traffic Services Pty Ltd's policies and procedures, including those related to drug and alcohol use, workplace conduct, and safety.

Riverina Traffic Services Pty Ltd have high expectations for your performance and conduct. Meeting or exceeding job performance standards is crucial for your continued employment.

You will be on a probationary period for three months. During this time, your performance and conduct will be closely monitored.

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Please sign below to acknowledge your understanding and acceptance of the terms outlined in this Return-to-Work Contract. If you have any questions or concerns, do not hesitate to contact Senior Management.

On your return Management is confident that it will mark the beginning of a prosperous and mutually beneficial collaboration.

Sincerely,

[Your Name]

[Your Title]

Riverina Traffic Services Pty Ltd

Employee Acknowledgment:

I, [Employee's Name], acknowledge that I have received, read, and understand the terms and conditions outlined in this Return-to-Work Contract. I agree to comply with all the stipulated requirements and expectations.

Employee's Name: _____

Employees Signature: _____ Date: _____

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Schedule D - Safety Sensitive Positions & Roles

Please note the following is a non-exhaustive list of the types of positions and roles that are classed as safety sensitive positions or roles, and which are subject to random testing under this Policy.

- Any Employee who uses a motor vehicle as part of their role.
- Any Employee who is working within the confines of the Warehouse facility.
- Any Employee working in a marked HAZCEM area.
- Any Employee working at heights or in confined spaces.
- Any Employee operating machinery or power tools.
- Any Employee working in trenches or excavations.
- Any Employee working in water or in boats.
- Any Employee working with dangerous animals; and
- Any Employee working at high-risk sites, for example, mines, active construction, road maintenance and road reserve sites or regular visits to such sites.

Signed by Chief Executive Officer:

Shane Egan: …… 12/02/2026

(Name) (Signature) (Date)

REVISION AND APPROVAL

Owner	**Riverina Traffic Services Pty Ltd**
Date of Adoption/Amendment	**Revision No:**
October 2023	Original
February 2025	1
February 2026	2

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