



## ALCOHOL AND OTHER DRUGS POLICY

---

Cava Group of Companies is committed to ensuring that the safety and wellbeing of employees and the quality of Cava Group of Companies work, is not compromised by people under the influence of alcohol or other drugs in the workplace.

The use, possession, distribution, or sale of the following substances is strictly prohibited:

- Alcohol
- Illegal drugs (as defined by state and federal laws)
- Misuse of prescription medications or not used as prescribed

The policy applies to all employees, regardless of their position within the organisation.

The policy is applicable during work hours, on company premises, and during work-related activities.

Cava Group of Companies acknowledges that alcohol may be consumed at some activities involving employees including Cava Group of Companies initiated activities. When attending a function as a representative of Cava Group of Companies, employees are expected to conduct themselves responsibly within the bounds of Cava Group of Companies policies. If employees choose to consume alcohol they must do so responsibly and arrange for safe transportation to their place of residence. Alcohol is not to be consumed on company premises unless approved by the Director.

A Procedure has been developed and approved to align with this Policy which details testing procedures, confidentiality, and consequences for violations. Cava intends to support its employees by providing referrals or guidance for problematic substance abuse or dependence where appropriate. Seeking help will not lead to immediate disciplinary action.

All drug and alcohol test results will be handled confidentially and shared only with individuals who have a legitimate need to know. Unauthorised disclosure of test results is strictly prohibited.

Violations of this policy may result in disciplinary actions, including but not limited to:

- Counselling
- Rehabilitation
- Suspension
- Termination

The severity and recurrence of the offence will be considered in determining the appropriate disciplinary action.

**Mick Tully**  
**Director**

**Revised January 2024**