

As a supplier of complete human resource solutions, **Engage** may be required to carry out pre-employment, random and post incident/accident medical testing and drug screening in order to fulfil client requests and obligations under the Work Health and Safety Act 2011.

Engage adhere to the Privacy Act 1988 and as such will not use or disclose personal information about an individual for a purpose other than the primary purpose of the assessment of candidate suitability for work. We will take reasonable steps to protect the personal information that it holds from misuse, loss and from unauthorized access, modification and disclosure.

Any information passed on to clients will be in the form of a negative / non-negative notification only. In line with privacy regulations, a candidate may request their results or other information at any time. All information is securely stored and archiving is compliant with ISO 9001:2008 guidelines

Engage is committed to the health and safety of all employees and will ensure:

- Zero tolerance for failure to adhere to site and client Drug and Alcohol procedures
- Consistent pre-employment testing of employees in-line with client expectation
- Ongoing random and post incident testing as per client requirements
- Tailored links to Engage Return to Work Policy for ongoing management of fitness for work expectations.
- Maintenance of ISO 9001:2008 guidelines for procedural adherence to quality and auditing expectations.

Approved by: Jordan Wilson



**Director**

Date: 14.07.2016