

COMPANY POLICY

DRUGS AND ALCOHOL

INTRODUCTION

This statement sets out the policy of The Company in compliance with Railway Group Standard GE/RT 8070 and Network Rail standard NR/L1/OHS/051 in respect of any employee, self-employed person or contractor under our control whether operating on the railway or elsewhere in the business. It affects those whose proper performance of their duties is, or may be, impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances (or prescribed drugs in certain circumstances). Provided that persons referred to above adhere to the provisions contained within this policy, then they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.

RESPONSIBILITY

The company will take all reasonable measures to ensure that those persons referred to in the introduction above are made aware of the contents of this policy and the effect on their continued employment by the company in the event of any breach of this policy. The company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy.

Employees of the company will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the company and noting and reporting any evidence of alcohol and/or drug abuse. Any person to which this policy relates which is, or has been taking any prescribed medication which may or may not affect their performance at work but may affect the outcome of a drug test, must inform their Line Manager as to the nature of such medication which it is necessary for them to carry with them during working hours.

Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach their line manager who should raise the issue with the company's senior management. That person will at all times treat any information provided in complete confidence and will take such measures that are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected. The responsibility for the implementation of this policy is vested with the Managing Director.

CONDITIONS

It is a condition of employment by the company that no person referred to in the introduction above shall:

- a) Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs (including any prescribed drugs that may have impair work ability)
- b) Report, or endeavour to report, for duty whilst in an unfit state due to the previous consumption of alcohol or



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- c) Be in possession of alcohol or non-prescribed drugs during working hours
- d) Consume alcohol or non-prescribed drugs during working hours
- e) Bring prescribed drugs into the workplace and or consume them without informing their Line Manager.

Persons detailed in the introduction must make themselves available for D&A screening checks which may take the form of pre-employment, routine, unannounced/random or "for cause", subject to conditions of contract, terms of employment and or the working environment. Failure to pass any test will be classed as gross misconduct. Refusal to take a test will be considered failure and will be classed as gross misconduct.

Failure to maintain the standard set out by this policy will be considered as gross misconduct; appropriate action will be therefore be taken in all cases. Should any employee eligible for rail work fail a drug/alcohol test then they will automatically be suspended and not allowed to reapply for a rail related qualification to work on the rail infrastructure for a minimum of 5 years.

Should any employee in any other area of the business fail a drug/alcohol test then they will automatically be suspended pending an investigation. For those operative working on the rail, the blood alcohol limit is 29mgs/100ml. For those working in other areas of the business the level is 79mgs/100ml in line with national limit for driving.

COMPLIANCE

In order to comply with this policy and to maintain compliance with the standards listed above, those persons referred to in the Introduction above should, at all times avoid:

- a) Consuming alcohol or non-prescribed drugs in the eight (8) hours immediately preceding attendance at work
- b) Consuming alcohol or non-prescribed drugs during meal or other break times
- c) Consuming alcohol or non-prescribed drugs during working hours
- d) Consuming alcohol or non-prescribed drugs whilst not in work but "on-call"

In addition, those persons to which this policy applies must ensure that their line manager and the Head of SHEQ Operations is made aware of any prescribed medication being taken, which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.



Signed.....
Tim O'Connor - Managing Director

Date: 23/04/17

