

## COMPANY DRUGS AND ALCOHOL POLICY

The Company has a 'Zero Tolerance' approach to the use of illegal drugs, misuse of legal drugs (including solvents) and the abuse of alcohol. The Company will not tolerate any employee, sub-contractors' staff, labour agencies, consultants and any other person contracted by the Company who reports for work under the influence of alcohol, or illegal drugs, or misuse of legal drugs (including solvents). The Company recognises that the use of illegal drugs, misuse of legal drugs (including solvents) and the abuse of alcohol can be a serious threat to safety, health, productivity, and the environment.

The Company will not tolerate substance misuse and seeks to provide confidential support for employees who voluntarily declares a drug, alcohol or substance related addiction or habit. The Company will encourage the employee to seek professional help and treatment as soon as possible with a view to being fit and able to continue their employment.

No employee or contractors' employees (sub-contractors' staff, labour agencies, consultants and any other person contracted by the company) shall:

- Report or endeavour to report for duty under the influence of alcohol, or illegal drugs, or misuse of legal drugs (including solvents).
- Report for duty in an unfit state owing to the use of alcohol, or illegal drugs, or misuse of legal drugs (including solvents), be in possession of drugs or alcohol or supplying or attempting to supply them in the workplace.
- Consume alcohol, or illegal drugs, or misuse of legal drugs (including solvents), while on duty.
- Drive to work or operate plant whilst under the influence of alcohol, or illegal drugs, or misuse of legal drugs (including solvents).
- Use prescribed or over-the-counter medication without advising the appointed Supervisor and/or Manager. Company employees must also inform the HR Department and their Line Manager of any medication that may impact their capability to undertake their role at work. The advice given by their Doctor, Pharmacist, or healthcare professional must be followed, particularly, if they must drive, or operate plant or machinery, or undertake any safety critical tasks. The company may contact their Occupational Health provider for advice on the effects of any medication.

From time to time, without warning, the Company will select a random sample of employees, sub-contractors' staff, labour agencies, consultants and any other person contracted by the company to be tested for the presence of drugs or alcohol during working hours. Any member of the workforce may be screened under the following circumstances.

- Pre-employment (**Employees only**).
- Before commencing work such as at induction.
- When there is cause to suspect that a member of the workforce is under the influence of alcohol, or illegal drugs, or misuse of legal drugs (including solvents).
- Following any incident or accident where the use of alcohol, or illegal drugs, or misuse of legal drugs (including solvents) may have been a factor, such as a service strike.
- At the discretion of the appointed Site Supervisor and/or Manager, or your Line Manager.

Employees or members of the workforce are required to inform management if they suspect a colleague of being under the influence of alcohol, or illegal drugs, or misuse of legal drugs (including solvents).

Any worker who refuses to undertake a drug and alcohol test will be considered to have received a positive (non-negative) test result. Any worker who receives a positive (non-negative) test result will be considered to be in breach of this policy and will be excluded from their place of work. Any person excluded i.e., sub-contractors' staff, labour agencies, consultants and any other person contracted by the company may be refused access to any Company sites/offices in the future.

Any Company employee found in breach of this policy will be liable to disciplinary action which may result in dismissal.

Accurate and current records will be maintained for all employees.

### Testing Requirements

#### **Employee** (Full Time or Part-time Employment)

Where an instant test or due diligence device (Test Devices) are used, and a positive test/failed (or non-negative) test result is obtained (Unconfirmed toxicology result), a full sample analysis test (Confirmed Toxicology) will be performed (by an approved RISQS (Rail) supplier).

**Sub-Contractors** (staff, labour agencies, consultants and any other person contracted by the company).

Where an instant test or due diligence device (Test Devices) are used, and a positive test/failed (or non-negative) test result is obtained (Unconfirmed toxicology result) then the person can be excluded from the office or site location without any further testing by Forkers but would expect the employing company to follow their own policy on Drugs and Alcohol.

Specific Drugs & Alcohol monitoring and testing procedures will apply for work on Network Rail controlled infrastructure as identified in The Company Health & Safety Manual Section 32.0.0.



**D Cartwright, Construction Director**

1<sup>st</sup> January 2024