



Drugs & Alcohol Policy Statement

MSP 01d

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The company is committed to providing a safe working environment for all of its employees, contractors, visitors and members of the public.

The company recognises that the misuse of alcohol and drugs can seriously damage the physical, mental and social well-being of an individual and can affect work performance, attendance, conduct and relationships at work. The use of either non-prescribed alcohol or drugs may also risk the health, safety and welfare of work colleagues.

The company accepts that in some cases, drug or alcohol dependence is an illness, which may have an adverse affect on an employee's performance and behaviour whilst at work. The company will, wherever possible, support any employee who is seeking rehabilitation for a medically diagnosed drug or alcohol related addiction.

Aim

The purpose of this policy is to ensure that every effort is made to remove the risk of drug and alcohol misuse in so far as it impairs an employee's performance and judgment in the workplace.

To educate business managers in recognising the signs of drug / alcohol misuse and to provide a consistent procedure for management action.

To clearly define and communicate the standards which must be observed by all employees.

Scope

This policy shall apply to all locations the Company has a responsibility for.

This policy extends to all company employees and contractors that are utilised on company sites.

Disciplinary Arrangements

The disclosure by an employee of a drug or alcohol problem does not absolve them from their personal responsibilities.

Employees must be aware, from the individual briefing given to them on this Drugs and Alcohol Policy, that the Company is obliged by law to report to the appropriate police force any employee who is suspected of possessing, supplying to others or using any illegal drug.

The Company's position in respect of the following disciplinary action is unequivocal and must be understood by all employees. When the Company considers that it has sufficient cause and evidence to justify this action, an employee who is required to conform with the requirements of this Drugs and Alcohol Policy will be summarily dismissed for any of the following:

- refusing, without sufficient justifiable cause, to submit to a drugs or alcohol test;
- reporting for duty, attempting to commence or re-commence duty whilst suffering from the effects of drugs or alcohol;
- refusal to participate in, or failure to complete, a counselling or rehabilitation scheme arranged by the Company when the employee has declared a drug or alcohol problem;
- producing a positive test result for drugs (other than medication);
- possession of, supplying or consuming any illegal drug whilst on duty;
- producing a positive test result for alcohol that is above current NR limits.
- possessing or consuming alcohol on a Suttle Projects controlled worksite that is on or part of an operational railway.

Where the request is considered to be reasonable, the Company will inform any other employer who is considering offering employment in a similar capacity to an employee who has been dismissed for any of the above reasons, of the circumstances surrounding that employee's dismissal.

Signed:

A handwritten signature in dark ink, appearing to be 'J Paine', written over a horizontal line.

J Paine, Managing Director

Dated: 19th January 2025

Date of next review: Jan 2026