

Policy Drug and Alcohol

— CSP03

Objective

The objective of this policy is to provide guidance to all employees on the management of drug and alcohol related risks.

This policy has been drawn up in order to:

- a. Set out the Company's rules on drug, alcohol and substance abuse.
- b. Ensure that employee/contractor use of drugs or alcohol does not affect the health and safety of themselves, other employees or persons they may come in contact with during the execution of their work for the Company.
- c. Ensure that employee/contractor use of drugs or alcohol does not affect the efficient and effective operation of the Company's business, wherever this is located.
- d. Provide a procedure whereby employees who have a problem with drug, alcohol and/or substance abuse can seek and be offered advice in confidence.
- e. Provide guidance on the effects of drugs and alcohol and the symptoms of such.

Compliance Requirements

OHSAS 18001 – Clause 4.4.6

Responsibility

1. It is the responsibility of every employee to ensure this policy is strictly complied and to exercise diligence in monitoring their colleagues and others who from time to time may be under the control of Code Serve and noting and reporting any evidence of alcohol and / or drug abuse.
2. 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 the signatory of this policy. 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.
3. All employees must ensure the signatory to this policy is made aware of any prescription 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.
4. It is all Code Serve Managements' responsibility to ensure this policy is strictly enforced.
5. Code Serve management will ensure that all persons required to carry out work on Code Serve projects 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.
6. Code Serve will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy.
7. The managing director has overall responsibility for implementing this policy.

Reference Document

CS37 Employee Handbook

Page	Issue		Revision Details	Prepared	Authorised
	Rev	Date			
All	0	17/10/15	Initial	G.Rees	D.Dark
All	A	17/11/16	Review of document	G.Rees	D.Dark
All	B	15/07/17	Format Changed	G.Rees	D.Dark
All	B	15/07/18	Annual Review	G.Rees	D.Dark

All	B	15/07/19	Annual Review	G.Rees	D.Dark
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Policy

1. All operatives required to work on projects for Code Serve shall be given instruction on the effects of drugs and alcohol on performance, factors that lead to dependency on drugs and alcohol and information that can prevent them from inadvertently breaching this drugs and alcohol policy.
2. No person shall report, or endeavour to report for duty whilst under the influence of alcohol or drugs (including prescription drugs that may impair work ability).
3. No person shall be in possession of alcohol or non-prescribed drugs during working hours.
4. No person shall consume alcohol or drugs during working hours.
5. All operatives employed by Code Serve on rail projects shall be required to undertake a preemployment medical and Drugs and Alcohol test.
6. All employees must subject themselves to medical checks (routine, unannounced / random or "for cause", in line with the criteria detailed in the Code Serve, group and / or other standards as listed above) to verify compliance (as per their contract of employment).
7. All medical and D&A tests shall be undertaken by a Link-up approved source.
8. Records of the D&A tests shall be retained with the individuals personnel file and kept for a minimum period of 5 year.
9. At least 5% of the workforce shall be selected to undertake an unannounced D&A assessment on an annual basis.

10. Any person who has tested positive or refused to participate in a D&A test shall not be permitted to work on Code Serve Projects. Failure to take or pass a drugs and alcohol test will be classed as gross misconduct. All appeals shall be issued in writing.
11. Those persons who have tested positive to a D&A test shall be permitted to take a retest at a later date.
12. A positive result means that testing for drugs or alcohol shows:
 - the presence of drugs for which there is no legitimate medical need for either their use or quantity of their use.
 - more than 29 milligrams of alcohol in 100 millilitres of blood,
 - or more than 13 micrograms of alcohol in 100 millilitres of breath, or
 - more than 39 milligrams of alcohol in 100 millilitres of urine.
13. Any person involved in an accident or incident or shows behavioural signs of being under the influence of drugs or alcohol shall be requested to undertake a D&A test (For Cause Test). Where a "For Cause Test" has been undertaken, the person in question shall not be permitted to work until they have tested negative for Drugs and Alcohol.

This policy shall be reviewed periodically to ensure its compliance with the relevant standards.



Recoverable Signature

X 

Daniel Dark

Signed by: 5ac9fc91-5c30-4b11-a616-0d624f51a842