

Alcohol and Drugs Policy

Purpose

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

The aim of this policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence. The policy is supported by RPRO-05 in the Rail Procedures manual RMAN-01 and must be read in conjunction with this manual.

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Principles

- All employees and workers will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs shall be fully supported by their line manager.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation and guidance such as: The Health and Safety at Work Act 1974: The Misuse of Drugs Act 1971: The Transport & Works Act 1992: NR/L1/OHS/051 Drugs & Alcohol Policy: NR/L2/OHS/00120 Testing for Drugs & Alcohol: RIS-8070-TOM Testing Railway Safety Critical Workers for Drugs & Alcohol: GEGN 8570 Guidance on the Management of Drugs & Alcohol

Scope

- The Company's alcohol and drugs policy applies to all employees.
- The *rules* laid out in this policy apply to all employees, workers, and contractors.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy.
- Poor performance in relation to alcohol and drugs will be dealt with in line with the capability policy.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness absence policy and the capability policy.

Netceed are committed to:

Meeting client and infrastructure management requirements, and arranging and undertaking unannounced random testing where applicable within a 12-month period of the RISQS audit (the 12 month unannounced random testing period is from January to December each year).

Rules

The Company's policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For those reasons, the following rules will be strictly enforced.

No employee, worker or contractor shall:

- report or try to report for work when unfit* due to alcohol or drugs (whether illegal or not) or to substance abuse.
- be in possession of alcohol or illegal drugs** in the workplace.
- supply others with illegal drugs** in the workplace.
- supply others with alcohol in the workplace, except in the course of work duties.
- consume alcohol or illegal drugs or abuse any substance whilst at work.

*Whether an employee is fit for work is a matter for the reasonable opinion of management.

**Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines.

In addition, employees, workers, or contractors must:

- ensure they are aware of the side effects of any prescription drugs.
- advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct, and the Company will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately. A search may also be carried out in line with the Company's Staff Search policy. In addition, possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the Police.

Alcohol testing cut-off levels are those prescribed by the Railway Group Standard RIS-8070-TOM Testing Railway Safety Critical Workers for Drugs and Alcohol to define a positive result. An unfit state through alcohol means more than:

- 29 milligrams of alcohol per 100ml of blood
- 13 micrograms of alcohol per 100ml of breath, or
- 39 milligrams of alcohol per 100ml of urine

Help and support

The Company will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the employee refrains from work temporarily or undertakes restricted duties to ensure their own safety and that of others. The Company may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

Some useful links to websites are provided below: -

Alcoholics Anonymous

Tel 0845 769 7555

www.alcoholics-anonymous.org.uk

ACAD

(Advice and Counselling on Alcohol and Drugs)

www.acad.org.uk

FRANK

Tel 0800 776 600 (24 hours)

www.talktofrank.com

NHS

(Information and advice from the National Health Service)

www.nhs.uk

Responsibilities

The Finance and HR Director has responsibility for oversight of Alcohol and Drugs at Netceed, including implementation of our Alcohol and Drugs policy and periodic review of Alcohol and Drugs performance.

This Policy will be reviewed annually and through changing needs, industry standards and legislation. The Policy will be communicated to all employees on Company induction and will be communicated as part of site inductions to all those working on behalf of Netceed Ltd. Re issue of this Policy will occur when changes have been made and on annual review to all relevant interested parties.

The Alcohol and Drugs policy is owned by the Finance and HR Director.

Signature



Robert Tamburrini
Finance and HR Director
About the policy

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