

DRUGS & ALCOHOL POLICY – REVISION 7.0

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DRUGS & ALCOHOL POLICY

TMO Traffic Highways Ltd, (“The Company”) must provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs;
- identify employees with possible problems relating to the effects of alcohol or drugs at an early stage;
- offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol or drugs on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

The Finance Director is responsible for implementing this policy.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

- advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications);
- encourage employees who may have alcohol or drug-related problems which affect their work to take advantage of the company referral procedure for diagnosis and treatment;
- enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the appropriate company specialist to determine whether there is sufficient concern to warrant a medical evaluation;
- in cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a program of treatment in consultation with the company medical advisor and the employee;

The company will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules may cover:

- disciplinary action for refusal to accept help
- conditions for accepting treatment
- future employment if treatment proves to be successful
- observation of medical confidentiality
- effects upon pensions, benefits and employment rights.

Information and Training

The company will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- to understand the dangers associated with the effects of alcohol or drugs at work and the company policy regarding this;

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- to understand the company procedures that will be adopted where there is found to be a deterioration in work performance from these effects;
- to understand the legal consequences of their actions.

Managers and supervisors will be given additional training, including qualification on the testing of drugs and alcohol as the company deems necessary. There will be a strict procedure / form for the process of drug and alcohol testing.

TMO Traffic Highways Ltd recognises that there may be physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance. The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to.

- Do not come to work under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs on to company premises or construction sites;
- Check with your doctor or pharmacist about the side-effects of prescribed medications.
- Never drive or operate machinery if you are affected by alcohol or drugs.
- Ask your GP or the company for guidance and advice on sensible limits of alcohol consumption.
- Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse; do not "protect" them by keeping silent.
- Ask for assistance if you feel that matters are beyond your own control.

Drug /Alcohol Testing

1. TMO Traffic Highways Ltd will ensure that all its employees work within the laws of the land. The UK laws on use of drugs and alcohol are clear:
 - It is a criminal offence for certain workers, such as drivers or operators of public transport systems, to be unfit for their work due to taking drugs or alcohol.
 - It is a criminal offence to be unfit to drive, attempt to drive or be in charge of a motor vehicle when under the influence of drugs or alcohol.
 - The possession, supply or production of controlled drugs is unlawful except for in special circumstances (e.g. when they have been prescribed by a doctor).
 - Employees are also legally required to take reasonable care of themselves and to behave in a way that does not pose risks to the health and safety of themselves or others in the workplace. This includes consideration of the effects that intoxication through taking alcohol or drugs may have.
2. In order to ensure compliance with the law, TMO Traffic Highways Ltd will undertake random drug / alcohol testing within the company. These will be carried as part of a random testing scheme or may come as a result of an incident/accident.
3. To ensure the testing is legal and safe the following arrangements will apply:
 - Testing only to be carried out as a part of this policy, and only by trained staff who will carry out the test in a non-invasive way – usually by urine sample, exhalation, hair strand or oral drug testing.
 - Sample(s) to be collected under supervised conditions but respecting human dignity.

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- Sample(s) to be kept under “Chain of Custody” at all times;
 - Screening test for alcohol / common drugs to be carried out on this sample with either positive or negative results;
 - Any positive results from screening to be confirmed by sending away for further analysis under scientific techniques and laboratory conditions.
 - Confidentiality will be maintained at all times.
4. TMO Traffic Highways Ltd believes that effective workplace drug and alcohol policies are a better way of achieving results than drug/alcohol testing and that providing an environment where employees can discuss any drug/alcohol problems they have, with the prospect of gaining help and support will be more effective than a testing regime.
5. The company wants to promote a culture of safety and wellbeing to all of its employees, clients as part of its drug and alcohol policy, screening will be undertaken on new applicants prior to employment being offered. Failure at this stage will result in the applicant being rejected on suitability grounds. As a responsible company reserve the right to notify local authorities in the event of failure should the applicant be driving under the influence of drugs, or alcohol exceeding the legal limits in the UK.

I have read and understood the above policy and agree to act within the constraints set out above

(print name) (position)

(signature) (date)

Signed:



Printed Name: Mark Haysman
Job Title Managing Director
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