

# DRUGS & ALCOHOL POLICY STATEMENT

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This Drugs and Alcohol Policy Statement is applicable to all personnel under Coleman Construction and Utilities Limited control. The Managing Director shall take all reasonable steps to ensure that all relevant personnel are made aware of this Policy statement.

Work Instruction CQW202 Drugs and Alcohol Management defines the process and responsibilities for ensuring compliance with Railway Group Standard RIS-8070-TOM, Network Rail Company Standard NR/L2/OHS/00120 and preventing, so far as is reasonably practicable, offences under the Transport and Works Act 1992.

Control measures include:

- Screening for drugs and alcohol prior to employment on Network Rail managed infrastructure
- An annual, unannounced, random screening of relevant personnel (a minimum of 20% of sentinel card holders and Safety Critical Staff to be tested over a rolling 12-month period between RISQS Audits).
- Arrangements with a RISQS approved provider for 'for cause' screening
- Reporting of results to Sentinel
- A review of the Alcohol and Drugs Policy at Least Annually

Person under Coleman Construction and Utilities Limited control shall:

- Not report for duty in an unfit state due to the use of alcohol or drugs
- Not Consume alcohol or drugs whilst on duty
- Not Use, possess or supply a drug of abuse at work or on Network Rail Premises
- Not discontinue with an agreed course of treatment for an alcohol and drugs related problem without good reason
- Undergo testing for alcohol and drugs when requested to do so

When being prescribed medication, relevant personnel shall notify their Doctor of the nature of activities they are engaged in. They shall ensure their Supervisor / Line Manager is immediately notified of any prescribed or 'over-the-counter' medication being taken that may affect or impair their safe performance.

Personnel that believe they have drugs or alcohol related problems and pro-actively raise the issue (i.e. not after being involved in an incident or being nominated for a test) shall be provided confidential support. However, other personnel in contravention of this Policy shall be subject to appropriate disciplinary action.

This policy statement will be briefed to employees at Induction and will be reviewed for effectiveness and adequacy at least annually.