

ALCOHOL & DRUGS POLICY STATEMENT

ISS Labour Ltd (ISSL) is committed to enforcing an Alcohol and Drugs Policy in accordance with Network Rail Company Standard NR/L1/OHS/051 Drugs & Alcohol Policy (current Issue), Railway Group Standard GE/RT8070 Testing Railway Safety Critical Workers for Drugs & Alcohol (current issue) and the Transport and Works Act 1992.

The Transport and Works Act is important in that it creates a criminal offence of being unfit through alcohol or drugs whilst performing roles deemed to be critical to safety. We recognise the importance of such a policy in its contribution towards ensuring the health and safety of our workers.

This policy will apply to all ISS Labour workers, contractors, visitors and those affected by our works. The Managing Director will ensure that the policy is fully implemented, maintained and communicated to all relevant persons.

Any worker or contractor shall be in breach of this policy if they:

- Report or attempt to report for duty having just consumed alcohol or being under the influence of drugs
- Report for duty in an unfit state due to the use of alcohol or drugs (as specified in NR/L1/OHS/051)
- Be in possession of drugs of abuse whilst at work or in the workplace or supply or attempt to supply them in the workplace or whilst at work.
- Consume alcohol or drugs whilst at work or in the workplace
- Use prescribed or over the counter medicine while working on Network Rail Controlled Infrastructure without first finding out if there are side effects likely to impair their work performance and safety from the drug or other medication, and advising the person in charge and their ISSL office. (This may be referred to the approved medical provider for advice on whether it will affect your work performance and your ability to carry out work safely)
- Fail to tell their Supervisor or Manager if they believe they have or may have a drug or alcohol related problem
- Decline or discontinue an approved course of treatment/rehabilitation for a drug or alcohol problem without good cause
- Fail an alcohol or drugs test
- Refuse to undertake an alcohol or drugs test

Workers shall be made aware that the consumption of Alcohol, even in small quantities, and the consumption or use of any Drugs may adversely affect their safety, performance, conduct or efficiency as well as the safety and wellbeing of others

All individuals have the right to appeal against a positive result following an alcohol & drugs test any time within 90 days of the initial test date. Please refer to Work Instruction WI007 Management of the Alcohol & Drugs Policy.

ISS Labour Ltd will undertake alcohol and drugs screening of workers under the following circumstances:

- Pre-employment & periodic medical examinations
- Prior to becoming primary sponsor to an individual where there is no proof that an alcohol and drugs test has been passed within the previous 12 weeks
- For Cause i.e.
 - Following an accident or incident where the use of alcohol and/or drugs may have been a factor
 - When there is cause to suspect that an individual is using or is under the influence of drugs or alcohol
 - Where there is a credible report relating to a group of workers or a work location has been divulged where evidence of drugs and alcohol consumption has been found
- As part of an on-going treatment monitoring programme
- As part of the unannounced screening process
- At the discretion of the local manager

The implementation of this policy will be supported by the following:

- Collection of samples shall only be undertaken by an ISSL approved provider who holds the relevant and current RISQS Certification. Further detail on the arrangements for undertaking alcohol & drug testing can be found in Work Instruction WI007 Management of the A&D Policy.
- Samples for 'For Cause' Testing will be collected using a 'chain of custody' procedure, details of which can be found in Work Instruction WI007 Management of the A&D Policy.
- Any individual subject to For Cause Testing is not permitted to resume work until a negative test result has been obtained.
- ISSL will not tolerate any breach of these rules and will take the appropriate disciplinary action which will normally result in dismissal or the termination of an assignment in the event of any infringement.
- Sentinel will be informed of any positive results, resulting in disciplinary action. The donor's Sentinel card will be removed.
- Workers and contractors are required to inform management if they suspect a colleague of being under the influence of drugs or alcohol whilst on duty.
- Accurate, confidential and current records will be maintained for all workers.
- ISSL will confirm annually to Network Rail the results of unannounced drug testing along with the details of any personnel with positive test results.
- Briefing of this policy to workers and contractors prior to the commencement of a project

ISS Labour Ltd has a formal agreement with its approved provider who will appropriately test relevant persons including those remotely managed, upon request.

ISS Labour Ltd may, at the discretion of the Managing Director, provide assistance with the rehabilitation of workers who voluntarily seeks help for alcohol or drug related problems. However workers must seek assistance at the earliest possible opportunity and disclosure prompted by impending screening will not be acceptable. Workers will not be considered for re-employment until 5 years after the date of the original breach of the policy. Anyone considered for re-employment or rehabilitation will be subject to a special regime of unannounced tests for at least 2 years.

This policy will be reviewed by the Directors at least annually for effectiveness.



Gary Beeston
Managing Director