

DRUGS AND ALCOHOL POLICY

Track Civil Engineering Solutions Limited incorporates all Network Rail, and other Railway System rules within its Drugs and Alcohol Procedure. The following procedure supports the Drugs and Alcohol Policy by setting out the approach taken when, testing for Drugs (including legal highs) and Alcohol and dealing with incidents where potential substance misuse has occurred.

Types of Testing

1. Prior to Personal Track Safety (PTS) training course.

A Drugs and Alcohol test will be arranged for any new employees, prior to attending their PTS training course. This will be organised under direction from the Managing Director.

Testing for alcohol, drugs and legal highs is undertaken by way of a breath test and collection of a urine sample. Tests are carried out by an approved external testing supplier; Alere Healthcare Connections

Ltd. Specimens are collected using a strict 'chain of custody' procedure. This protects employees' safety, health, confidentiality and dignity and is fully defensible in a court of law.

Before your sample is taken you will be given the opportunity to declare to the testing provider any medication you may have taken. If you do not declare medication at this stage it cannot be taken into account for the test.

2. Unannounced Random Testing

All employees can be tested at random for alcohol/drugs/legal highs at regular intervals, under the auspices of Network Rail Safety Standards, and as per NRCS/OHS/051. It is company policy to ensure that at least 5% of the relevant workforce is tested annually.

These tests can take place onsite, in the office or at a specified testing clinic. Typically, you will not be notified that you have been selected for testing until just before the test. Our Network Rail approved appointee tester, assigned by Healthcare Connections Ltd, will select from a list of all our staff, who have been appointed a number for selection, and will conduct these tests on the selected personnel. The appointee tester will not be notified as to what personnel the number corresponds to.

Refusal to take a Random Drugs and Alcohol test will be treated as a positive result.

3. 'For cause' Testing

'For cause' testing is where a test can occur at any time while at work if:

- Your manager or supervisor believes your actions or behaviour give reasonable grounds to believe that you are unfit through drugs or alcohol.

- You are involved in an accident or serious incident at work.

If you are tested 'for cause', you will be released from duty until the test result is known. If you are hospitalised as a result of an accident or incident at work, you will only be subject to 'for cause' testing with the consent of the medical practitioner in charge of your case.

Consequences of testing

Negative Results

If there are no positive indications, the employee will receive a Drug and Alcohol Certificate which is kept on file by the employer.

If 'Random testing' test results are negative, the Drugs and Alcohol Register is completed and a photocopy filed with the Random Screening Log.

If 'for cause' test results are negative, the person originating the request is advised.

Positive Results

If positive results are returned from the laboratory with respect to a Track Civil Engineering Solutions employee, the individual will be subject to Track Civil Engineering Solutions disciplinary procedures, which may include summary dismissal.

The employee in question will be immediately withdrawn from safety critical work activities and will not be able to carry out any work which involves holding a PTS card for a minimum of 5 years.

All Drug (including legal highs) and Alcohol test results and medical details are kept in a central controlled file, with copies in the individual personnel files, all data is considered confidential and will be stored by the Managing Director.

Employee Assistance

At Track Engineering Services, our employees are our greatest assets and we aim to support the health and well-being of our workforce, to enable employees to be productive and successful on the job. It is therefore company policy to offer help to employees who have a drug and/or alcohol problem and who voluntarily come forward to seek assistance. In this instance, advice will be sought from relevant doctors; caring organisations and self-help groups.

Date: 10/07/2022. Altin Staka The Managing Director

