# DigiSig Rail Group Ltd

# Alcohol and Drugs Policy

| **Doc No**. | DRGL/D/2.3.4 |
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| **Version** | **Description** |
| 1.0 | Initial Issue |
| 1.1 | Updates to clarify company screening frequency requirements, updated referenced standards. |
| 1.2 | Reference to Network Rail Standard included for all employees' and managers awareness of the procedure should a non-negative or positive test be reported. |
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## Document Purpose

This statement sets out the company's policy in respect of any employee or contractor carrying out or planning safety critical activities whose proper performance of their duties is or may be impaired because of drinking alcohol or taking drugs.

Acts of Parliament, Regulations, Codes of Practice, Guidelines and readily available education materials to support this including:

- Transport and Works Act 1992
- Health and Safety at Work etc Act 1974
- Road Traffic Act 1988
- Misuse of Drugs Act 1971
- Management of Health Safety at Work Regulations 1999
- London Underground Ltd Standards
- Network Rail standard NR/L2/OHS/00120 Drugs, alcohol and substance misuse in the workplace
- Rail Industry/Group Standards

If employees and contractors adhere to the provisions of this policy and fully co-operate with the Company's pre-employment, planned, 20% random unannounced (which will be undertaken on an annual basis prior to the next RISQS audit between January and December) or "for cause" alcohol and drugs screening arrangements), they will normally be able to demonstrate compliance with the above statutory provisions.

Co-operate with the Company's pre-employment, planned, unannounced or "for cause" alcohol and drugs screening arrangements.

## Alcohol and Drugs Policy

The company shall adhere to the requirements of Network Rail standard NR/L2/OHS/00120 Drugs, alcohol and substance misuse in the workplace.

This company will take all reasonable steps to ensure that employees/contractors are made aware of the contents of this statement together with relevant sections of Acts of Parliament and the implications therein. Furthermore, as a reasonable employer we will have in place procedures to prevent, so far as is reasonably practicable, an offence under the aforementioned Statutory Provisions and a process to measure the effectiveness of such procedures.

It is a requirement that no employee or contractor shall:

- Report or endeavour 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.

- Be in possession of drugs or alcohol in the workplace, including locker rooms or in vehicles.
- Consume alcohol or drugs whilst on duty.

## Alcohol Consumption Guidelines

The Statutory Guidelines enforced by the Police for the maximum amount of alcohol in the bloodstream is 80mg/100ml of blood. Certain activities undertaken by this company are classified as “Safety Critical”. The level of alcohol in the blood is reduced in this instance. A positive alcohol test will be determined by measuring alcohol levels of:

- more than 29 milligrams of alcohol in 100 millilitres of blood, or
- more than 13 micrograms of alcohol in 100 millilitres of breath, or
- more than 39 milligrams of alcohol in 100 millilitres of urine.

## Prohibited Drugs

Include as a minimum the following drugs or drug groups: -

- Amphetamines
- Benzodiazepines
- Cannabis
- Cocaine
- MDMA (ecstasy)
- Methadone (EDDP)
- Opiates
- Ketamine
- Tramadol

It should also be noted that the abuse of other legal substances such as glue or solvents is prohibited under this Policy.

In addition, many medicines obtained with or without prescription can affect performance at work and employees must not report for duty if affected by such medicines. Examples include Tranquillisers, Sleeping Pills, and Antihistamines for Hay Fever and some cough/cold remedies.

On being prescribed medicines individuals must always seek advice from their doctor as to the effect the medicine may have on their performance. In the case of non-prescribed medicines always read the instructions carefully and seek the advice of a pharmacist.

Employees should contact their manager / HSQE Adviser in confidence if they believe they have or are developing alcohol or drugs related problems.

Employees should contact their manager / HSQE Adviser in confidence if they believe a work colleague has alcohol or drugs related problems which may compromise safety.

Should an employee return a non-negative result following an initial drug screening test, a confirmed positive confirmation test or a positive alcohol sample, the company will adhere to the directions as detailed in section 5 of Network Rail's Business Process Drugs and Alcohol Standard NR/L2/OHS/00120.

Should an employee be found in breach of this Policy normal disciplinary procedures may result in charges of Gross Misconduct and dismissal. In the case of a "relevant person" who is found to be in breach of this Policy it should be stressed that only in exceptional circumstances will summary dismissal not be applied.

Should subcontractor personnel be found in breach of this Policy the individual will be prohibited from further work with this Company.

This Company will ensure that details of the individual and breach of this Company's Alcohol and Drugs Policy are reported immediately to Network Rail as required by their standards and reserves the right to inform the Police of any such behaviour or of any suspicions in respect of the use or possession of illegal substances.

Any employee who has declared an alcohol or drugs dependency problem will be assisted wherever possible by this Company to address the problem. However, any such declaration will not confer immunity from disciplinary action for any breach of this Policy.

Any employee / contractor who refuse to take a drug and alcohol test, then the test will be treated as a positive result.