

DRUG & ALCOHOL POLICY STATEMENT

Rev. 9

Under the Health and Safety at Work Act (1974) the Company has a duty to ensure the health, safety and welfare of all employees. The Company is also obliged to comply with the Misuse of Drugs Act (1971), notifying the Police if any employee is found in possession of, or supplying drugs/illegal substances. In addition, the Company will comply with the relevant sections of the Transport & Works Act (1992).

The abuse of drugs and alcohol has a negative effect on our business, health and safety standards and client relationships, as well as affecting employee's performance, conduct and relationships at work/home, and as such will not be tolerated.

To ensure the safety of its Employees and others who come into contact with the Company; the Company operates and applies a strict zero tolerance policy in relation to illegal drugs. If you are found to have any trace of illegal drugs in your system, following a drugs test, or if you refuse to take a drugs test, this will constitute gross misconduct and will result in dismissal.

Employees will be informed of the Company's policy as part of their Company or Site induction process, starter packs, and/or during relevant Health and Safety or Site training events.

SUPPORT AND ASSISTANCE

The Company encourages any employee with a drug or alcohol problem to come forward in confidence and to seek help. Anyone who voluntarily comes forward in this way will, wherever possible be offered appropriate support by the Company and access to specialist counselling or rehabilitation services if required (subject to the provisions of current legislation). The advice and guidance of the Company's nominated Occupational Health provider will be sought, and they will be involved in this process. The employee will be made aware of this by HR.

However, this specifically excludes anyone who only comes forward when detected or faced with immediate detection. Such cases will invoke the Company's Disciplinary Procedure.

IT IS A REQUIREMENT OF THIS POLICY THAT ALL EMPLOYEES & CONTRACTORS OF THE COMPANY ARE: -

- i. Prohibited from using, possessing, distributing, manufacturing, being under the influence of, or otherwise involved with prohibited drugs (as defined in the Misuse of Drugs Act 1971), and from abusive use of all other chemicals or controlled substances whilst at work or on clients' sites.
- ii. Prohibited from consuming alcohol/drugs on work premises or clients' sites.
- iii. Required to report for work and undertake their duties, and drive/operate work equipment or other vehicles, free from being under the influence of alcohol, illegal drugs or other controlled substances. Required to inform the Company if they take medically prescribed drugs (whether 'prescription only' or 'over the counter' in origin), and of any likely side effects; and to inform their GP if they operate machinery or work in a Safety Critical role and are prescribed such drugs.
- iv. Prohibited from the abuse of prescribed drugs, proprietary medicines, or other substances
- v. Contractually required to comply with local or client requirements which may exceed this, Policy.
- vi. In addition, it is a requirement of this policy that all employees of the Company who are Sentinel cardholders or who are otherwise involved in railway infrastructure projects, comply with Railway Industry Standard RIS 8070 TOM Drugs & Alcohol, and with Network Rail's Drugs & Alcohol Policy and the following applied:
 - Pre-employment (If a prospective employee/ Contractor refuses to consent to such an examination/screening Sixense has the right to immediately withdraw any offer of employment made).
 - Promotion or transfer to Safety Critical activities.
 - Following an incident where the use of alcohol and/or drugs may have been a factor.
 - When there is cause to suspect that an employee or Contractor is using or is under the influence of drugs or alcohol.

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- As part of a risk-based programme of Random testing a minimum of 20% of Sentinel competency card holders and Safety Critical employees or Contractors will be subject to a rolling testing programme that will be performed at irregular intervals within each 12-month period.

SCREENING FOR DRUGS / ALCOHOL

Systems of 'due diligence' are in place throughout the Company, to ensure that employees do not report for, or carry out work whilst under the influence of alcohol or drugs. Contractors must also have in place such systems of 'due diligence'.

The Company has in place a programme of screening and the Company, or one of its clients, may ask an employee to undergo a random, unannounced Drug & Alcohol test at any time.

Testing will also be conducted, should any employee be suspected of having consumed alcohol or drugs.

Employees should note that the Drug and Alcohol Test will be a Near Donor Instant Test which will state at the time screening if your results are Negative or Non-Negative, if tested, and your sample shows as non-negative this will then be sent for detailed analysis, whilst this is being carried out you will be suspended from work on full pay, pending the result.

Records of screenings and results are recorded on the individual's personal file. The Company will liaise with other stakeholders to facilitate the exchange of information relating to drugs and alcohol screening where necessary. For Sentinel cardholders who are found to be in breach of this policy, Sentinel will be advised of the details and any action taken.

PERMITTED LIMIT FOR ALCOHOL

Employees or contractors who are Sentinel cardholders, or who are otherwise involved in work on the railway infrastructure or safety critical areas, are not permitted levels in excess of **29mg of alcohol per 100ml of blood** (or equivalent).

For all other employees or contractors, the permitted maximum level of alcohol allowed is **80mg of alcohol per 100ml of blood** (or equivalent).

DISCIPLINARY ACTION

a) Sentinel card holders, or those involved in work on railway infrastructure/safety-critical areas

If found to have over 29mg of alcohol per 100mg of blood (or equivalent): - subject to summary dismissal for gross misconduct.

b) Occupations not involved in (a) above:

If found to have over 80mg of alcohol per 100ml blood (or equivalent): - subject to summary dismissal for gross misconduct

c) Any Occupation

If found with levels higher than the mandatory limits above (i.e. above 29mg of alcohol in 100ml of blood (a) above; or above 80mg of alcohol per 100ml blood (b) above; Breach of Company Policy - liable to formal disciplinary warning for misconduct.

d) Positive testing for Illegal Substances

Positive testing for the use of prohibited drugs (as defined in the Misuse of Drugs Act 1971) or freely admitting being unfit for work due to such use, Subject to summary dismissal for gross misconduct.

e) Possession or dealing in Illegal substances

Any employee found to be in possession of, or dealing in, such substances, Subject to summary dismissal for gross misconduct.

f) Refusal to be screened for drugs/alcohol

Refusal to undergo a reasonable request for screening will be treated as a positive result; Subject to summary dismissal for gross misconduct.



COMPANY AND SOCIAL EVENTS

As a Company we have social events and do not wish to discourage employees from enjoying themselves. However, this must remain in balance with our duty to ensure safety and security of everyone.

Those attending a Company social event and who are driving must ensure they are within the legal limits and constraints regarding drugs/alcohol. Failure to comply will result in disciplinary action and possible dismissal. Those attending a Company social event and not driving should still ensure that their actions do not impede the safety of themselves and others.

This applies to social events during and outside normal working hours and to corporate or hospitality events where employees are representing the Company.

Employees, who stay in accommodation away from home as part of their duties, are also expected to act responsibly whilst resident in hotels, guest houses or other company accommodation. Any wilful damage incurred by employees will be recouped via Payroll, in repayment for such.

The Company will measure the efficiency and adequacy of this policy at regular intervals, as required. This policy is subject to variation or amendment at the Company's discretion.

Richard Piggins
General Manager