

DRUGS & ALCOHOL POLICYIssue No: 01
Issue Date: 29/09/2023

Haigh Rail recognise the potential dangers of drugs and alcohol to both the individual in terms of health, and the Company in terms of safety, and adopts a **ZERO TOLERANCE** approach when implementing this Policy.

Haigh Rail recognise that the consumption of alcohol and drugs will impair a person's performance and reduce that person's perception of risk to themselves and others. To this end, this Drugs and Alcohol Policy requires that employees and subcontractors working on behalf of Haigh Rail:

- Must not report, or endeavour to report, for duty in a condition that impairs their ability to perform in a safe manner through consuming drugs and / or alcohol.
- Must not drive any Company vehicle (whilst at work or not) in a condition that impairs their ability to drive in a safe manner through consuming drugs and / or alcohol.
- Must not be in possession of alcohol or prohibited drugs in the workplace (including Company vehicles) or supply or attempt to supply them in the workplace.
- Must not consume alcohol or prohibited drugs, whilst on duty.

It is mandatory that all employees and subcontractors report to the person in charge of their working activities in the first instance if they are taking any prescribed or bought over the counter medication, to ensure there is no possible danger of importing risk onto any Haigh Rail worksite.

Alcohol must not be brought onto or consumed on any Haigh Rail premises.

Haigh Rail aims to prevent, where possible, drug and alcohol misuse amongst its employees and subcontractors, and to detect at an early stage, any employees with problems. Haigh Rail will offer assistance with the rehabilitation of employees who voluntarily seek help for drug and alcohol related problems. Such employees must, however, seek assistance at the earliest possible opportunity.

For those working on Network Rail Managed Infrastructure, a program of testing has been put in place to support this Policy which includes testing to detect the use of drugs and alcohol of both existing and potential employees:

- Pre-employment testing – candidates / potential employees for appointment to a post that requires certification in Personal Track Safety (PTS) (Note - If a prospective employee refuses to consent to such testing, Haigh Rail has the right to immediately withdraw any offer of employment made).
- Pre-appointment testing – for current employees who are offered promotion or transfer to a safety critical role.
- Pre-Sponsorship – Prior to Sponsoring individuals via the Sentinel database.
- 'For cause' testing -
 - Following an accident or serious incident.
 - Where any employee or subcontractor's behavior gives grounds to suspect that they may be unfit for work through drugs or alcohol.
 - Following a credible report or tip off relating to a worker or a work location.
- Random testing – unannounced testing, 20% of Sentinel Smart Card holders and those in safety critical and key safety posts (randomly chosen) will be tested annually January to December within the 12-month period of the RISQS audit.

Haigh Rail will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement. In the case of gross misconduct, dismissal action may be taken. The Individual has the right to appeal.

Note - Refusal to undertake any drug and alcohol testing will be considered a positive result (FAIL).

Signed:



(Managing Director) Dated: 29/09/2023