



Tom George Surfacing Ltd

Directors: Thomas Penfold & George Das-Friend

Date: 24th May 2024

Next Review Date: 23rd May 2025

T. Penfold

G. Friend

Alcohol & Drugs Policy

This Policy has been drafted with reference to National Highways Sector Scheme 16 (NHSS 16) and our processes and activities are aligned and reviewed against this Scheme.

This statement sets out our commitment to ensuring that any person unfit, either through the consumption of alcohol or the use of drugs, is prevented from working, where the continuation of that person working would adversely affect the safety of themselves, their colleagues, the operation of the railway or present an unacceptable image of the company. The term 'use of drugs' applies to controlled, prescription and over the counter drugs.

Minimum Requirements and how we address them;

- What preventative measures your company takes to ensure employees do not attend site under the influence of alcohol and/or drugs
 - preventative measures we take include random testing and a robust policy and induction process that makes it clear we do not tolerate working under the influence of drugs or alcohol
- Addresses items such as testing requirement, frequency, substances tested for and management of test results
 - We consult our practitioners to ensure testing results and test themselves are conducted and stored correctly, with testing carried out randomly and each month.
- Whether the policy addresses post-incident and/or reasonable cause drug and alcohol testing
 - In the event of an accident where we believed drugs or alcohol were potentially involved we would invoke a test to establish this as part of the incident investigation
- Whether the policy addresses a return-to-duty testing process and unannounced testing programmes for employees following a policy violation and/or substance abuse treatment.
 - This does not apply as any policy violation would result in dismissal without any prospect of returning to work.

This policy applies to all staff whilst they are at work or on duty (i.e. 'On call' Manager).

It is our Policy that no employee, or an employee of a sub-contracted organisation, shall:

- Report for work or duty under the influence of drugs or having just consumed alcohol.

- Report for work or duty in an unfit state due to the use of alcohol or drugs.

- Be in possession of drugs of abuse in the workplace or whilst on duty.

- Consume alcohol or drugs whilst at work or on duty.

We will not knowingly employ, either directly or indirectly, any person who has a dependency on alcohol or drugs where such dependency causes them to be unfit as described above.

We will take all reasonable steps to ensure that employees/contractors are made aware of the contents of this statement.

We have in place procedures to prevent, in so far as is reasonably practicable, breaches of this policy and a process to measure the effectiveness of such procedures.

We commit annually to randomly test at least 5% of the company personnel.

We adopt a proactive approach to drugs of abuse or alcohol in the workplace is that of a caring and sympathetic employer whose employees are encouraged to speak to their line managers if they believe they have a drug or alcohol related problem. Professional counselling and support will be given to those employees who come forward recognising this.

In formulating this Policy, we will comply with Acts of Parliament, Regulations, codes of practice and guidelines.