

## **ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY**

The Company's policy on alcohol, drug and substance abuse applies to all companies in the Pell Frischmann Consulting Engineers Ltd Group including any subsidiaries.

It is important that every employee is aware of their obligations under this Policy, and any queries should be addressed to the Managing Director or the Deputy Health and Safety Director.

The Managing Director on behalf of the Board is committed to this Policy and all employees are required to comply, as a condition of their employment.

Misuse of alcohol, drugs (i.e., illegal drugs or prescribed drugs) or substances such as solvents can impact significantly upon employees' health and wellbeing, performance, conduct and safety at work. The purpose of this policy is to ensure that such matters are dealt with effectively and consistently.

Where an employee notifies the Company of a health problem related to alcohol or drug dependency, steps will be taken to provide them with confidential support. Employees are expected to co-operate with any support and assistance provided by the Company to address an alcohol or drug misuse problem.

Where a misconduct or performance issue arises that may be related to the misuse of alcohol or drugs, the matter will be managed in accordance with the Company's Disciplinary Procedure. The Company will comply with current legislation such as The Health and Safety at Work Act 1974, the Misuse of Drugs Act 1971, the Transport and Works Act 1992.

Employees may be required to work on client sites where substance testing forms part of mandatory on-site security provisions. Where this applies, employees will be subject to the terms of the client's testing procedures. Where reasonably possible, the Company will provide notice to employees of the clients/sites that this is applicable to.

Refusal by an employee to provide a sample without legitimate reason will constitute a failure to adhere to reasonable instructions and/or a breach of this policy under the Company's Disciplinary Procedure. Should an employee refuse to provide a sample they will be suspended on full pay pending the outcome of an investigation.

### **Alcohol Abuse Policy**

The Company's policy is to forbid the consumption of alcohol on Company premises during normal office hours.

If any employee is found to be intoxicated at work or is found consuming alcohol on the Company's premises during normal office hours, that employee will face disciplinary action on the grounds of gross misconduct under the Company's Disciplinary Procedure.

As a condition of any offer of employment, all prospective employees may be requested to undergo a medical examination conducted by the Company's medical advisor, who will seek to determine whether the prospective employee has an alcohol abuse problem. If a prospective employee refuses to give consent to such an examination or refuses to undergo the screening the Company has the right to immediately withdraw any offer of employment made.

## **Drug and Substance Abuse Policy**

The Company strictly forbids the possession, use or distribution of drugs and substances for non-medical purposes on the Company's premises.

An employee who is prescribed drugs by their doctor or has purchased drugs over the counter, which may affect their ability to perform their duties, should discuss the problem immediately with their manager.

Where it is suspected that there is a breach of the prohibition on drugs or substances, or if it is suspected an employee's work performance or conduct has been impaired through drug or substance abuse, the Company reserves the right to require an employee to undergo a medical examination to determine the cause of the problem. Where any employee at such a request refuse to undergo a medical examination, such refusal will amount to gross misconduct in accordance with the Company's Disciplinary Procedure.

The Company reserves the right to search an employee or any of their property held on the Company's premises at any time; if the Company has reasonable grounds to believe that the prohibition on drugs and substances is being or has been infringed. The employee will have the right to have a colleague present during any such search and someone of the same sex, as the employee will carry out the search. If an employee refuses to comply with these procedures, such action will normally be treated as amounting to gross misconduct and will entitle the Company to take disciplinary action.

The Company reserves the right to inform the police of any suspicion it may have regarding the use of controlled drugs by any employee on the Company's premises.

## **Railway Related Projects – Alcohol and Drugs Policy**

All employees working on rail related projects are required to comply with Network Rail's Alcohol and Drugs Policy NR/L1/OHS/051 or relevant TfL LUL standards. This requirement is part of the Company's health and safety procedure for work on Network Rail Managed Infrastructure and TfL LUL. Further guidance on how to comply with Network Rail's Alcohol and Drugs Policy and relevant TfL LUL standards can be found in BW306 Requirements for Working on Rail Infrastructure.

*Iain Bisset*

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**Managing Director and Health & Safety Director**  
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