

# Pell Frischmann

## **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 his or her obligations under this Policy, and any queries should be addressed to the Managing Director or the Deputy Health and Safety Director.

### **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.

The Company has the right to conduct regular health checks to establish whether there are any alcohol problems amongst the staff.

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 or has taken a controlled drug.

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 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 substances, or if it is suspected an employee's work performance or conduct has been impaired through 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 refuses 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 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.

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

All Company personnel working on rail related projects are required to comply with Network Rail's Alcohol and Drugs Policy NR/L1/OHS/051 and NR/CS/OHS/051 or TfL LUL Supplier Handbook. 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 the Network Rail Alcohol and Drugs Policy and TfL Supplier Handbook can be found in BW306 Requirements for Working on Rail Infrastructure.

*Iain Bisset*

**Iain Bisset  
Managing Director  
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