

Drugs & Alcohol Policy

PL-006 Drugs & Alcohol Policy

Date:	Changed by	Change/Amendment	Version
Nov 18	P. Lindley	First issue	v1.0
Feb 19	P. Lindley	Editorial updating, now fit for use	v1.1
Mar 19	L. Botten	Document Ref Change MF047 to 1.2	v2.0
Mar 20	P. Lindley	Document Ref Change to "PL-006"	v2.1
July 20	P Lindley	Document Reviewed and amended	v3.0
April 21	T.Ellis	Annual review	v4.0
May 22	T.Ellis	Annual review	V5.0
July 23	T. Cartwright	Annual review	V6.0

Drugs & Alcohol Policy

In the interests of safety and the proper conduct of our business, SigTech Rail strictly imposes the following rules regarding illegal substances and alcohol. Any employee or sub-contractor to SigTech Rail found to be in breach of this will be subject to disciplinary action.

Illegal substances and alcohol are not permitted on the Company premises, depots, signal boxes, railway tracks or training events. Anyone in possession or under the influence of alcohol may be subject to disciplinary action or termination of your contract for services. Anyone in possession or under the influence of illegal substances may be subject to disciplinary action or termination of your contract for services and we reserve the right to report the matter to the police.

The use, distribution or sale of illegal substances during working hours (including your breaks) at any time will result in disciplinary action or termination in your contract for services and SigTech Rail will report the matter to the police.

You must not attend work if you have taken or are under the influence of illegal substances, or if you are under the influence of alcohol. This includes coming to the work in the morning, returning to work after a break or attending conferences, exhibitions or evening meetings. All SigTech Rail employees and contractors must adhere to the Network Life Saving Rule, 'Never work or drive while under the influence of drugs or alcohol'.

If we believe that you have taken or are under the influence of illegal substances, or if you are under the influence of alcohol, we reserve the right to send you home from work and may, in accordance with the company disciplinary policy, begin disciplinary proceedings or terminate your contract for services if you are a contractor. You will not receive pay or sick pay for any time that you are absent from work in these circumstances.

Company procedure 'Occupational Health' defines the process and responsibilities for ensuring compliance with Railway Group Standards, Network Rail Standard NR/L1/OHS/120 7th edition, relevant TfL LUL Standards to prevent, so far as is reasonably practicable, offences under the Transport and Works Act 1992. Control measures include:

- Screening for drugs and alcohol prior to employment on Network Rail managed infrastructure
- An annual, unannounced, random screening of relevant employees and contractors to ensure that the number of relevant employees and contractors selected and the frequency at which testing is undertaken are sufficient to meet the requirements laid out in Railway Group Standards thereby ensuring that we will monitor the results of Drugs and Alcohol testing to identify trends, patterns and changes in the level of drugs and alcohol detection. We will at least annually audit and review the effectiveness of our Drugs and Alcohol Policy and make changes if required to prevent or eliminate increases in risk resulting from the deficiencies identified by the monitoring of our policy.
- Arrangements with a Network Rail approved provider for 'for cause' screening
- Reporting of results to Rail Sentinel

SigTech Rail also reserve the right to carry out random drug testing on any/all employees and contractors at any point in time during any working day. They shall be unannounced and will be non-discriminatory. We may also test you if there are grounds to suspect that an employee or contractor is unfit through alcohol or drugs. This will be carried out by an independent third party such as a medical practitioner or a company / clinic that provides drug testing services; either of which will be of our choosing.

SigTech Rail will adhere to the alcohol cut off levels as prescribed by Railway Group Standard GE/RT8070 which deems you as unfit for work if you are tested for more than:

- 29 milligrams of alcohol per 100ml of blood
- 13 micrograms of alcohol per 10ml of breath
- 39 milligrams of alcohol per 100ml of urine

A refusal to be tested for drugs and alcohol will be regarded as positive result which may result in disciplinary action or for contractor's may lead to termination of their contract for services.

Employees & contractors may appeal against a positive result of a drugs and alcohol test.

Disciplinary proceedings may in any of the above circumstances consider the matter to be one of gross misconduct, which if the allegations are upheld, may result in your summary dismissal or in the case of contractors your contract being ended.

The Company reserves the right to search you or any of your property, including your vehicle, coat, bags or other items at any time, if there are reasonable grounds to believe that the prohibition on alcohol or illegal substances as outlined in this policy is being or has been infringed.

If a search is to be conducted it will be in accordance with the following:

- Searches will be carried out by a Director and a second senior employee will be present as a witness
- If the search is of the person's body:
 - it will be conducted by a Director and witnessed by a second senior employee who are both of the same sex as the employee.
 - body searches may involve asking you to remove outer layers of clothing but will never ask you to undress to a point where your underwear is visible
 - during a body search the Director carrying out the search will not touch you but may ask you to turn out pockets, undo cuffs, roll up sleeves or trouser legs, roll down waistband, pull up collars, remove socks and shoes, remove outer clothing or carry out actions of a similar nature.
- If the search is of a vehicle, bags or belongings, the employee subject to the search is entitled to be present throughout the search and you will be asked to empty bags or open your vehicle storage areas etc. before the person conducting the search looks further for any items that may be concealed
- The employee or contractor subject to a search is entitled to have a witness present
- Employees and contractors will be asked to consent to the search that is to be conducted; if you do not consent to the search your refusal to comply will be taken into account in reaching any decision at a disciplinary hearing.
- Searches will be conducted as discretely as possible and out of public view
- Specific searches will only be carried out if there is reason to believe that an employee or contractor is acting in breach of this policy.
- A record of all searches will be maintained confidentially and reviewed by the Directors to ensure fairness, consistency and that appropriate action has been taken.

If you are taking prescription medication that may have an effect on your work, you should discuss this with your doctor and then make arrangements to discuss the situation with your Manager in confidence, so that a reasonable agreement can be reached about your work situation. You should not attend work if prescription medication results in you being unsafe to travel to and from work or to be on work premises, or the medication renders you incapable of carrying out your work. In most circumstances it is likely that if prescription medication affects you in these ways, that you will be signed off from work by your GP or consultant and you should submit your FIT note to the Company.

Doc Title: Drugs & Alcohol Policy
Doc Ref: PL-006
Author: P. Lindley
Date: July 2023
Version: v6.0



You should not take over the counter medication prior to or during the working day that results in you being unsafe to travel to and from work or to be on work premises, or if the medication renders you incapable of carrying out your work. We reserve the right to send you home from work in these circumstances. You will not receive pay or sick pay for any time that you are absent from work in these circumstances if you took the medication knowing that it would affect your ability to work or where the advisory information of the medication indicates that it could do so – for example if it says that it may cause drowsiness. If there are repeated incidents of you taking over the counter medication that affects your ability to work, we may commence disciplinary proceedings.

Data collected and/or processed during the implementation of this policy may be done so to comply with legislative and regulatory requirements, for HR and business administration purposes or for defence against potential legal claims and is done so in line with the Company Data Protection Policy and Employee Privacy Notice.

Signed:

A handwritten signature in black ink, appearing to read 'Pete Lindley', is written over a horizontal line.

Pete Lindley
Managing Director
July 2023