

**DRUGS & ALCOHOL POLICY****Issue 01 – 03/12/2024**

Total Recruitment Support 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.

Total Recruitment Support 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 Total Recruitment Support:

- 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 Total Recruitment Support worksite.

Alcohol must not be brought onto, or consumed on, Total Recruitment Support premises unless with the express permission of the Director of Rail & Construction.

Total Recruitment Support 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. Total Recruitment Support 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. (Note - Subsequent discovery, prompted by impending testing, will not be acceptable if working on Network Rail Managed Infrastructure, and such assistance will be refused).

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, Total Recruitment Support 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 behaviour 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 group of workers or a work location
- Random testing – unannounced testing where 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

Total Recruitment Support 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.

In compliance with TfL - LU standards S1251 'Alcohol and work' and S1257 'Drugs and work' and the Transport and Works Act, all Suppliers' staff are prohibited from consuming alcoholic drinks or consuming or using drugs at work, or from being under the influence of alcohol, drugs or other substances that might impair the proper performance of their duties on LU's Premises.

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

Signed:*(Director of Rail & Construction)***Dated: 16/12/2024**