

RICHMOND CIVIL ENGINEERING LIMITED

DRUGS & ALCOHOL POLICY

This Drugs and Alcohol Policy statement summarises Richmond Civil Engineering Limited's policy in adhering to the requirements of the relevant Network Rail Standard and Railway Group Standard. This policy shall apply to those whose work is under the control (i.e. work directly for or subcontractor's worker) of Richmond Civil Engineering Limited (herein later referred to as 'relevant persons').

*Richmond Civil Engineering Limited is committed to Safe Systems of Work. We are also committed to meeting Clients' and Infrastructure Manager's requirements. To demonstrate this, Richmond Civil Engineering Limited will comply with the Health and Safety At Work Act 1974, the Transport and Works Act 1992, Network Rail's Health and Safety Management System, Railway and Other Guided Transport Systems (ROGS) Regulations 2006, and the Requirements of the Network Rail Drugs & Alcohol Policy NR/L1/OHS/051.

*Richmond Civil Engineering Limited will ensure total compliance with those requirements and the requirements of its Drugs & Alcohol Policy by subjecting all relevant persons (employees and employees of its sub-contractors) to pre-appointment drugs and alcohol testing, unannounced random drugs and alcohol testing, 'for-cause' drugs and alcohol testing following an accident or incident and/or suspicious behaviour, in line with our Procedure for Drugs & Alcohol Screening.

Persons subjected to unannounced random drugs and alcohol testing may be permitted to continue their duties whilst awaiting the results of such testing unless there are reasonable grounds to suspect that person is under the influence of drugs or alcohol, and that the safety of the operational railway is at risk. Persons being subjected to 'for-cause' drugs and alcohol testing shall not be allowed to resume work until the results of their testing are known. Relevant persons (employees and employees of its sub-contractors) found to be tested positive on any of those checks will either not be employed or be immediately dismissed from employment on Railway Infrastructure.

*Relevant persons (employees and employees of its sub-contractors) are requested to immediately report the use of any prescribed and/or over-the counter medication whilst under the employment of Richmond Civil Engineering Limited to the Construction Director, prior to embarking on the prescribed drugs. Failure to report or disclose this will lead to the employee being subject to the company disciplinary procedure which may lead to instant dismissal. Upon the receipt of such report, the Construction Director reserves the right to take suitable and appropriate decision which may include the decision to relieve such relevant persons from working on the Railway Infrastructure on behalf of the company, taking into consideration the type of drug prescribed and the nature of advice/instruction given by our bought-in Drugs & Alcohol Test Provider (Pharmacist). Information on results of drugs and alcohol testing and individual safeguards shall be treated and maintained with strict confidentiality. In line with Richmond Civil Engineering Limited's Appeals Policy, appeals relating to drugs and alcohol testing must be lodged in writing with our Commercial Director within 3 working days of the testing. Information on help and support available to those with drugs and alcohol problems are available with the Quality, Safety & Environmental Manager.

Richmond Civil Engineering Limited will not accept any relevant persons to present themselves for work whilst under the influence of drugs or alcohol. Anyone in breach of this will be dealt with in accordance with the company's disciplinary procedure. Richmond Civil Engineering Limited's employees or its sub-contractors **MUST NOT**

- Report, or try to report, for duties when unfit for work through drugs or alcohol
- Consume alcohol or drugs while on duty
- Be in possession of alcohol or drugs on railway premises
- Drink 12hrs before or while on duty
- Wear high visibility or Richmond Civil Engineering Limited identification or uniform on licensed premises
- Use any drugs or alcohol at any time
- Have the smell of alcohol whilst on duty
- Accept call for duty if in breach of any of the above or if they have any doubt about fitness for work.

Richmond Civil Engineering Limited will regularly monitor compliance with this policy and maintain accurate and up-to-date records.

DRUGS & ALCOHOL POLICY (Contd)

This Policy shall be communicated to all employees on initial induction and following policy changes, be communicated to our suppliers (as necessary) and other interested parties, and be reviewed regularly (annually as a minimum)

This policy will be briefed to all employees as part of their initial induction. Copies of the policy will be given to all relevant persons and the receipt acknowledgment by each person shall be maintained (on personnel files for employees). Richmond Civil Engineering Limited will communicate, implement and maintain this policy at all times with the organisation. It is the responsibility of the Company Directors and the Site Agents to implement and maintain the drugs and alcohol policy.



Commercial Director

11th May, 2020

Date