

DRUG AND ALCOHOL POLICY



TRAC International Ltd and subsidiary companies (TRAC) recognise that alcohol and drug abuse problems are an area of health and safety concern and an employee with such problems needs help and support from his/her employer. However, personnel being under the influence of alcohol and/or drugs can seriously impair an individual's judgement and reactions and can negatively affect their, and others around them, safety. TRAC also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. We have a responsibility to our employees and customers to ensure that this risk is minimised. To this effect, all employees are responsible for:

- Never reporting or endeavour to report for duty, in an unfit state due to drugs or alcohol
- Attending work whilst in an unfit state due to drugs or alcohol is a breach of this policy and is considered gross misconduct,
- Be in possession of illegal drugs when on duty/working.
- Consume alcohol or illegal drugs when on duty/working.
- Informing their line manager/HR of any prescription or over the counter drug/medication that might lead them to be in an unfit state or adversely affect their ability to perform their role safely.
- Complying with any drug or alcohol tests required by TRAC or our clients.
- Informing your line manager or HR where you have a drug and/or alcohol misuse concern that could endanger you or those around you. Employees who inform us that they have a misuse concern with drugs and/or alcohol use prior to being informed of a requirement for them to undergo a test will, wherever possible, be offered access to drug and alcohol support services, with mutual commitment from the employee and employer.
- Where a drug and/or alcohol misuse concern has been disclosed, not attending the workplace whilst under the influence, or where there is a possibility that detectable levels, of drugs or alcohol will be in their system. Should this occur the for-cause screening and HR procedures shall apply.
- Following disclosing of a drug or alcohol misuse concern, employees should comply with any support programme agreed and any active monitoring drug and alcohol testing deemed necessary.

All employees are advised to discuss with their line manager, a responsible manager or HR, if they have, or believe they may be developing, a drug and/or alcohol misuse issue. Following an initial disclosure the company will discuss with the individual the support which can be provided. All employees shall continue to fall under the scope of this policy and shall not attend the workplace under the influence of drugs and/or alcohol. Where an employee who has declared a drug and/or alcohol misuse concern, is found to be under the influence of drugs and/or alcohol at work, they shall still be subject to disciplinary procedures, in accordance with the relevant TRAC Human Resources/Personnel Procedure.

Drugs refers to banned substances, any substances that are in themselves legal, but can be subject to abuse, e.g. glue, solvents and medicines obtained with or without prescription, which may affect the staff member's performance at work. In addition, certain prescription and non-prescription medicines could also have an adverse effect on work performance and behaviour and show a positive result in any test. Where an employee is taking prescription or over the counter medication that may affect their performance, this must be highlighted to their line manager/supervisor/HR and details of the medication listed in the personnel files.

Employees may be subject to drug and alcohol testing as detailed in The relevant TRAC Human Resources/Personnel Procedure, , to ensure that they are in a fit state to carry out their stated duties. The Alcohol limits shall be as stated in the relevant Road Traffic Act, unless the employee is carrying out duties on Network Rail Maintained Infrastructure where lower limits are enforced.

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We are fully committed to ensuring that all staff (including those whose work, activities and decisions can affect health and safety) working on Network Rail Maintained Infrastructure comply fully with the Drugs and Alcohol requirements of RIS-8070-TOM and NR/L2/OHS000120.

For and on behalf of TRAC International and subsidiary Companies:

Managing Director	K. Stephen	Signature
Date	13 th Feb 2024	