

TITLE: Alcohol and Drugs Policy

DEPARTMENT: Rail Department

AUTHORISED:



This statement sets out the policy of Randstad CPE in compliance with the Transport at Works Act 1992, the Railways and Other Guided Transport Systems Regulations 2006 Railway Group Standard GE/RT8070 - Drugs and Alcohol (current issue), Network Rail Company Standards NR/L1/OHS/051 (current issue) - Network Rail's Alcohol & Drugs Policy, London Underground Standards S1251 Alcohol and Work (current Issue), S1257 Drugs and Work and London Underground's Drugs and Alcohol Policy (current Issue), in respect of any candidate under our control. It affects those whose proper performance of their duties is, or may be, impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances (or prescribed drugs in certain circumstances).

Provided that candidates referred to above adhere to the provisions contained within this policy, then they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.

All candidates referred to above are to be made aware of the contents of this policy and become familiar with the conditions laid down. The company will take all reasonable measures to ensure that those candidates are made aware of the contents of this policy and the effect on their continued employment by the company in the event of any breach of this policy. The company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy.

Candidates of the company will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the company and noting and reporting any evidence of alcohol and/or drug abuse.

Should any candidate suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of this policy. That person will at all times treat any information provided in complete confidence and will take such measures that are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

It is a condition of employment by the company that no person referred to above shall:

- Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs (including any prescribed drugs that may have impair work ability)
- Report, or endeavour to report, for duty whilst in an unfit state due to the previous consumption of alcohol or drugs (including any prescribed drugs that may have impair work ability)
- Be in possession of alcohol or non-prescribed drugs during working hours
- Consume alcohol or non-prescribed drugs during working hours

Candidates must subject themselves to medical checks (routine, unannounced or "for cause") to verify compliance (As per their contract for services). Refusal or failure to pass any test will be classed as gross misconduct and result in instant dismissal.

Failure to maintain the standard set out by this policy will be considered as gross misconduct; appropriate action will be therefore be taken in all cases

In order to comply with this policy and to maintain the stated and accepted standards of the company, those candidates referred above should, at all times avoid:

- Consuming alcohol or non-prescribed drugs in the twelve (12) hrs. immediately preceding attendance at work
- Consuming alcohol or non-prescribed drugs during meal or other break times
- Consuming alcohol or non-prescribed drugs during working hours
- Consuming alcohol or non-prescribed drugs whilst not in work but "on-call"

In addition, those candidates to which this policy applies must ensure that the signatory of this policy is made aware of any prescribed medication being taken, which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

The objective of the company procedure is to comply with the Transport and Works Act 1992, the Network Rail requirements and (as applicable for those with ICI – LU competence the London Underground requirements) in respect to Alcohol and Drug arrangements.

Randstad will only utilise the services of Network Rail (RISQS) approved suppliers for staff working on NRMI or London Underground approved suppliers for the undertaking of all Alcohol and Drug testing. These providers will be maintained on the Randstad approved supplier list, and their continual validity monitored in line with the approved suppliers processes detailed in this manual.

In accordance with Railway Group Standard GE/RT 8070 a positive screening result means: -

- The presence of drugs, other than medication which does not affect work performance.
- More than 29 milligrams of alcohol in 100 millilitres of blood
- More than 13 micrograms of alcohol in 100 millilitres of breath.
- More than 39 milligrams of alcohol in 100 millilitres of urine.

A list of Network Rail and London Underground approved Alcohol and Drug testing providers is available online on the Sentinel website.

Pre-Employment Testing

Prior to commencement of employment, all Sentinel Sponsored or London Underground competent personnel are briefed on, and issued with, Randstad CPE policy regarding Alcohol and Drugs as part of their induction. Sentinel Sponsored or London Underground competent are required to acknowledge receipt of the policy (Through the rail induction pack) which is kept on their personal file for reference.

All staff employed by Randstad CPE who will be put forward to work on any railway infrastructure will be the subject of pre-employment Alcohol and Drugs screening.

Where Sentinel Sponsored personnel have received an Alcohol and Drug test in the past 3 months (through prior employment), this can be validated via the Sentinel website utilising the Pre Recruitment check facility, and a printout should be retained on the personal file. Where this occurs, the individual can be immediately added to the Randstad sponsor list via the Sentinel website.

Once the pre recruitment Alcohol and Drug certificate has been received it is the responsibility of the Sentinel Coordinator to:-

- Ensure the certificate clearly shows that it is a pre-employment record
- Validate all details with either Sentinel for NRMI sponsored personnel or for LU competent only personnel the London Underground Access Department.

Annual London Underground D&A Screening

All personnel who currently hold a London Underground only competency card from Basic Track Accustomed upward must complete an annual London Underground D&A screening. The D&A screening certificate results will be held on the London Underground Database system accessed via the London Underground Access Department and a copy will be sent to the individual. The individual will also be required to pass on a copy of the D&A screening certificate to Randstad