

# Drugs and Alcohol Policy



## Purpose

This document sets out the company policy with respect to drugs and alcohol.

## General Policy

The company upholds a blanket ban on the consumption of alcohol during working hours and any use of illegal drugs leads to immediate suspension pending investigation. The document makes no distinction between the different types of work that employees may be undertaking. All work carried out within the design office is critical to the safety of those associated with the structures being designed and all staff have the potential to be within a safety critical environment with little notice and therefore are required to be free from the influence of illegal drugs and alcohol at all times.

Particular attention is paid to the work the company undertakes on railway infrastructure. The policy is aligned with Network Rail Company Standard NR/L2/OHS/00120 to ensure compliance with the Transport and Works Act 1992 and Railway Industry Standard RIS-8070-TOM.

The purpose of this policy is to reduce the potential risk to the workforce and members of the public resulting from staff working under the influence of illegal drugs or alcohol.

The enforcement of the Drugs and Alcohol policy is the responsibility of all staff. Particular responsibility for actions as a result of an incident either partly or completely apportioned in blame to the consumption of illegal drugs or alcohol by an employee will be:

- Health & Safety Director
- Head of Rail

Tony Gee undertake a policy of unannounced drugs and alcohol testing for all staff. A minimum of 20% of total Sentinel sponsored staff will be tested on a no-notice basis per annum. Any employees who tests positive for illegal drugs will be suspended immediately and investigated by the Executive Board. Any employees who test positive for alcohol levels above the required limits will be subject to appropriate disciplinary action and rehabilitation and will not be permitted to carry out safety critical work.

Monitoring of the safety practices of the partnership is the responsibility of the Safety Committee. The Safety Committee acts with authority delegated from the Executive Board, and meets every two months to review safety issues including drugs and alcohol and reports to the Management Board.

At the commencement of employment each new employee attends an Induction meeting at which the Drugs and Alcohol Policy is explained as part of the Quality Management System.

The allocation of duties and the particular arrangements that the Firm will make to implement this policy are set out within the Firm's Drugs and Alcohol Procedure PR-HS-013.

Signed:

C J Young  
Executive Managing Director

Reviewed Date: January 2023