

I shall ensure that Trackforce Recruitment Ltd will take all reasonable steps to ensure that employees and sub-contractors are made aware of the contents of this statement, together with the relevant sections of the Transport and Works Act 1992 and the implications therein. Trackforce will meet Client & Infrastructure Manager alcohol and drug requirements which are documented in procedures. Furthermore, as a responsible employer, procedures are in place to prevent, in so far as is reasonably practicable, any offence under the Act and a monitoring process to measure the effectiveness of such procedures.

The following shall constitute instances of drug or substance misuse:

- The use of prohibited drugs as defined in the Misuse of Drugs Act 1971
- The abuse of prescribed drugs, proprietary medicines or other substances
- The use of medication, prescribed by a doctor or advised by a pharmacist, which could affect work performance
- The consumption of alcohol.

It is a requirement that no employee or sub-contractor shall:

- Report or endeavour to report for duty having just consumed alcohol or under the influence of drugs
- Report for duty in an unfit state due to use of alcohol or drugs
- Be in possession of drugs of abuse in the workplace
- Consume alcohol or drugs whilst on duty.

I and the other members of Trackforce Recruitment Ltd Management Team will not tolerate any departure from these rules and will take the appropriate action in the event of any infringement. Action may also be taken if help is refused and/or impaired performance continues, or in cases of gross misconduct. Where there is possession of or dealing, with drugs action may involve the police.

There is a policy of assistance with the rehabilitation of staff with alcohol or drug related problems that voluntarily seek help; any person with such a problem is urged to do so. Any disclosure shall be treated in the strictest confidence, subject to the provisions of current legislation. It is accepted that relapses may occur and any absence for treatment and rehabilitation shall be recorded as normal sickness. Such staff must, however, seek assistance at the earliest possible opportunity - subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

Systems of 'Due Diligence' have been put in place throughout the company to ensure employees do not report for or carry out work whilst under the influence of alcohol and/or drugs. Sub-contractors must have in place such systems of 'Due Diligence' at least equal to those of Trackforce Recruitment Ltd.

Unannounced random testing and other procedures have been put in place to:

- Detect the use of drugs by both existing and potential employees
- Detect the use of alcohol and/or drugs by any person(s) involved in an accident/incident where there are grounds to suspect that the actions of the person(s) led to the accident/ incident ('For Cause')
- Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt managerial intervention (which may include a request for screening).

There will be liaison with other companies to facilitate the exchange of information relating to Drug and Alcohol screening where necessary.

The full Drug and Alcohol procedure document including guidance to employees will be posted on notice boards and held within contract offices additionally other general information about the effects of Drug and Alcohol on safety and performance can be obtained via the Safety library. This policy shall be reviewed annually each year, or more frequently if required.



Ian Byatt
Director
Trackforce Recruitment Ltd

Date: June 2020