



POL/05

Integrated Management System

Last Review: 12th May 23

Next review: 12th May 24

Alcohol & Drugs Policy

H&M Security Services has a strict policy which is compliant with the Transport & Works Act 1972, London Underground's Alcohol & Drugs Policy and Network Rail's Alcohol & Drugs Policy:

- No member of staff shall report for duty under the influence of drugs or alcohol.
- No drugs or alcohol are allowed to be consumed whilst on duty, during breaks in the working day/shift, or when rostered on call and thus required to work on Client premises at short notice.
- No member of staff shall buy illegal drugs or alcohol whilst on duty, or bring them onto the premises, or onto Client sites.
- No illegal drugs can be consumed at any time, whether on duty or not. Medication: Any medication, including hay-fever or cold remedies, must be brought to the attention of your line Manager. They will review the suitability of the drug, consult with the HSQE Manager and Advisor and if required, consult with a doctor to ascertain whether the drug will impede performance. A record of the discussion will be maintained and passed to the responsible Director who will maintain records. If the drug is likely to impede the person's performance, the person will not be allowed on the premises and/or on site, until it is felt the drugs are not impeding the person's judgement, as agreed with the doctor.
- Pre-employment testing: all operational staff and members of staff undertaking Safety Critical roles are subject to pre-employment Alcohol & Drugs testing.
- Random testing : all operational staff, members of staff undertaking Safety Critical roles, and sponsored PTS trained personnel, are subject to random Alcohol & Drugs testing, in accordance with company procedure and at a minimum rate of 20% per annum running from January to December.
- Post-incident testing: all operational staff are subject to post-incident Alcohol & Drugs testing following an incident, where an incident is defined as 'causing or having the potential to cause death or major injury or substantial damage to property'. If Safety Critical staff are involved, this will be undertaken by BT Police, as Safety Critical staff are guilty of a criminal offence if unfit to carry out their duties because of drugs and/or alcohol, or under the influence of drugs and/or alcohol.
- For-Cause testing: all members of staff and sponsored PTS trained personnel, are subject to For-Cause Alcohol & Drugs testing if it is suspected by the Client or by H&M Security Services Limited that the individual has reported for duty under the influence of drugs or alcohol or upon a credible tip off. Until the results of For-Cause tests are known, the individual will not be permitted to return to work.
- Members of staff shall co-operate fully with screening arrangements if they are involved in a dangerous incident at work, or where there is reasonable suspicion that alcohol or drugs have been consumed.
- On company business/not at work: members of staff who are considered on company business but not on call or carrying out safety critical activities, or on railway infrastructure premises, may consume alcohol which is included as part of corporate hospitality given to or received from Clients. These members of staff must not return to their normal place of work, go on or about the railway infrastructure except as a passenger, enter any Client site e.g. depot, or offer themselves to assist in any safety critical activity.

The consequence of refusing an Alcohol and Drugs test or being found positive during an Alcohol and drugs test is disciplinary action which could lead to dismissal.

Anyone found in breach of this policy will be dismissed immediately in accordance with our 'Alcohol & Drugs Procedure PRO03'.



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The ultimate responsibility for this policy lies with the Managing Director who ensures that it is given and retains the highest of priorities. This policy and its implementation will be reviewed at least annually and updated as required.

Signed by:

A handwritten signature in black ink, appearing to read 'Ian Henderson', written over a horizontal dotted line.

Ian Henderson
Managing Director
H&M Security Services