

## POL-HS-04 POLICY STATEMENT

### Drugs and Alcohol

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This Policy applies to all “employees” of AmcoGiffen (Amalgamated Construction Ltd and Giffen Group Ltd), including all sub-contractors and all agency workers operating on behalf of the Company. This Policy is supported by the company Procedure HS36 (Drugs and Alcohol) and AmcoGiffen is committed to meet individual Client and Infrastructure Manager (Rail) requirements and shall conduct unannounced random screening.

Employees, subcontractors and agency workers must not:

- Report for duty whilst under the influence of, or in an unfit state due to, illegal drugs, ‘legal highs’, substance abuse (including glue or solvents) or alcohol.
- Be in possession of, or consume, illegal drugs, “legal highs”, “abusive substances” (including glue or solvents) or alcohol in the workplace, whilst on duty or when on call.
- Drive any vehicle, whether Company owned or private, on Company business (including travelling to/from work) whilst under the influence of, or in an unfit state due to:
  - Illegal drugs, “legal highs”, substance abuse (including glue or solvents).
  - Alcohol.
  - Certain prescription drugs that have not been specifically prescribed to the individual (namely clonazepam, diazepam, flunitrazepam, larazepam, methadone, morphine or opiate/opiate based drugs, oxazepam and temazepam).

**For the purposes of this Policy:** An unfit state through drugs means having taken, or had administered, a dosage of any drug that could adversely affect a person's safety, performance, conduct or efficiency, as well as the safety and wellbeing of others. Illegal drugs include as a minimum (but are not restricted to) the following drugs or drug groups; Alcohol, Cannabis, Cocaine, Amphetamines, Barbiturates, Benzodiazepines, Propoxyphene, Methadone, Opiates, MDMA (Ecstasy), Ketamine, Tramadol, ANY type of “legal high” or any substance not fit for human consumption.

All employees, sub-contractors or agency workers shall, if required at any time by the Company, their employer or any other authorised individual, submit to a Drugs and/or Alcohol test, to be carried out by a competent person, either in the workplace or in an approved laboratory/clinic. This test may be for the purpose of pre-employment, planned, unannounced random or ‘for cause’.

It is an offence under the Company Disciplinary Procedure to fail to comply with any of the rules contained within this Policy, to fail a Drugs and/or Alcohol Test or to refuse to submit to a Drugs and/or Alcohol Test when requested to do so by either the Company or the client. Where a sub-contractor or agency worker is found to be in breach of this Policy, they shall be removed from site and shall be reported to their employer and the results uploaded onto Sentinel, if they hold a Sentinel Card.

In addition many medicines obtained, with or without prescription can affect performance at work. On being prescribed any medicines employees, sub-contractors or agency workers shall always seek advice from their Doctor as to the effect the medicine may have on their ability to undertake their duties and in the case of non-prescribed medicines shall always read the instructions carefully and/or seek the advice of a Pharmacist and MUST advise their Line Manager to determine whether or not they should report for duty.

This Policy will be reviewed by Company Directors for continued suitability.



**John Booth**  
Managing Director