



Morson Group

Drugs and Alcohol Policy

MG | HR | POL | 003

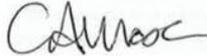
Issue 8 – Aug 2020

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Document Control

Morson Reference:	MG/HR/POL/003
Title:	Drugs and Alcohol Policy
Version:	8
Date:	August 2020
Prepared For:	HR
Classification:	INTERNAL

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Introduction

Morson Group is committed to providing a safe and healthy working environment for all employees and those affected by our activities. Morson Group's operations will be carried out so as to ensure, so far as is reasonably practicable, that the Health, Safety or Conditions of any person or property will not be adversely affected. The misuse of drugs or alcohol by individuals can lead to an increased risk of accidents or incidents; the Morson Group aims to reduce these risks by means of the Policy, Procedures and Guidance set out in this document (together, this "Policy").

This Policy is applicable to (i) Morson Group and its subsidiaries (Morson International, Morson Projects and Vital Human Resources) (ii) all employees of the Morson Group Companies and (iii) all, consultants, contractors, and sub-contractors or other third parties employed or engaged by or on behalf of a Morson Group Company, together "Relevant Individuals".

The aims of this Policy are to:

- Ensure that Morson Group complies with relevant legislation relating to substance abuse at work (including without limitation The Health and Safety at Work etc. Act 1974, The Transport and Works Act 1992, The Misuse of Drugs Act 1971 and The Railways (Safety critical work) Act 1994).
- To take a proactive approach to ensure that our workplace is a drug and alcohol free environment as part of our commitment to ensuring a safe and productive workplace, by ensuring that all relevant individuals are aware of this Policy and that anyone who declares (pre-testing) a drug, alcohol or substance related addiction or habit is given the necessary support.
- Undertake measures to prevent persons attending work under the influence of illegal drugs, misused prescribed or over-the-counter medication or alcohol, using a testing regime; and provide information, instruction and awareness training to all Relevant Individuals on the health effects of alcohol and illegal drug use, the principles of this Policy and the repercussions of a breach of it (including disciplinary procedures and dismissal).

This Policy will be communicated to all Relevant Individuals and reviewed on a regular basis. All amendments or updates will be communicated.

Definition

Alcohol

For the purpose of this Policy, “under the influence of alcohol” is defined as detection by testing of:

In England and Wales	In Scotland
Equal to or greater than:	Equal to or greater than:
80 milligrams of alcohol per 100 ml of blood	50 milligrams per 100 ml of blood
35 micrograms of alcohol per 100 ml of breath	22 micrograms per 100 ml of breath
107 milligrams of alcohol per 100 ml of urine	67 milligrams per 100 ml of urine

Prohibited Substance Use

The substances for which Relevant Individuals may need to be tested include:

- Amphetamines including Ecstasy
- Cocaine
- Benzodiazepines
- Barbiturates
- Opiates including heroin
- Methadone
- Cannabis
- Propoxyphene
- Phencyclidine

The drugs referred to above are examples only and are not an exhaustive list of the substances for which a Relevant Individual may be tested.

Prescription and over-the-counter medication

Also prohibited are any legal substances which may affect performance at work, which include but are not restricted to, antidepressants, sleeping pills, tranquilisers, antihistamines and medicines for coughs, or colds, where these are used in excess of legitimate usage levels as prescribed.

This prohibition includes medication prescribed by medical practitioners or purchased over-the-counter. Individuals who are prescribed medicines or are taking over the counter purchased legal drugs should bear in mind that they may affect their working performance and in particular their ability to work with machinery safely. It is the responsibility of the worker to enquire with his/her GP or pharmacist whether any

medication is likely to affect performance at work. If it is, then the Relevant Individual must inform his/her line manager immediately.

Relevant Individuals will always be asked to declare any recent medication use prior to the time of testing.

There are no acceptable levels of drugs in the workplace other than those prescribed by a doctor or obtained from a pharmacist where these are used in accordance with legitimate usage levels and do not affect performance at work.

For the purposes of this policy, “under the influence of drugs” is defined as detection by testing of any prohibited substance.

Responsibilities

All Relevant Individuals have a responsibility under this Policy with regard to the detection and prevention of the misuse of alcohol and drugs as follows:

Group HSQE Director

Have overall responsibility for the implementation of this Policy and testing regimes and will monitor the effectiveness of both on an ongoing basis.

Senior Managers

Ensure that this policy and testing regimes are implemented throughout the Morson Group and that suitable communication of this Policy is provided to all Relevant Individuals.

Line Managers/Supervisors

Understand and be familiar with this Policy and communicate it to Relevant Individuals under their control;

Monitor work performance, attendance, sickness absence and accidents/incidents and take appropriate action where necessary in line with this Policy;

Ensure that appropriate adjustments are made for Relevant Individuals who have declared the use of a medication which may have an impact on their ability to perform their current tasks.

All Relevant Individuals

Not come to work under the influence of illegal drugs or alcohol or attempt to drive or operate any machinery at work if they believe they may be under the influence of any substance, including legally prescribed or over-the-counter medication, which could impair their abilities;

not bring any illegal drugs or alcohol on to the premises of any Morson Group Company, (unopened alcohol purchased as normal shopping or provided as a Christmas gift or similar (for a colleague) with no intention of use during working hours will be exempt);

Check with their GP or pharmacist as to whether any prescription or over-the-counter medication may impair their ability to perform their duties and make the required notification pursuant to this Policy;

Give notice (prior to the day of testing or prior to a request to undergo a test) to their manager / HR Department if they believe they have a problem related to drugs or alcohol. In such instances, the worker will be offered support, counselling and rehabilitation;

Giving notice of a dependency issue after a Relevant Individual has been asked to undergo a test or on the day that random or for cause test takes place will not grant the individual immunity from being tested or from any disciplinary action that may take place in the event of a positive result for either drugs or alcohol.

Not discontinue an agreed course of treatment or rehabilitation for a drug or alcohol related problem without good reason and will notify their manager and HR Representative of such discontinuance;

Undergo testing for drugs and alcohol as described in this Policy. Refusal to undergo testing will lead to disciplinary action and could lead to dismissal; and will not cover up or collude with any colleague in breach of this policy.

Whilst Morson Group does not condone, encourage or recommend the consumption of alcohol in excess of the recommended guidelines, it recognized that as part of business life at events such as corporate entertaining, alcohol may occasionally be consumed that causes the worker to be beyond the limits described for alcohol in paragraph 2.1 of this Policy. In cases such as these, it is the duty of the Relevant Individual not to go to any Morson Group office until such time as she/he is below the limits referred to in section 2.1 and to arrange their own safe transport home. This paragraph 3.6 does not apply to the use and/or possession of illegal drugs or the misuse of prescription or over the counter medication.

Procedures

Testing regime and Classification

On site testing will generally be by calibrated alcometer and urine sample, but this may vary depending on the circumstances. An outside agency may be employed to conduct tests, which will be carried out in controlled conditions.

Preliminary drug detection results (on the day of the test) for “For Cause” tests will be confirmed after further laboratory and specialist interpretation. The collection officer will brief those being tested and a representative from HR and SHE will be present at the testing session wherever possible.

A Relevant Individual will be deemed to have tested positive and therefore failed a drugs test where the detectable level exceeds the internationally recognized pass/fail levels for a banned substance. In the case of alcohol, the limits outlined in paragraph 2.1 will be applied.

A Relevant Individual who refuses to undertake a test when requested, attempts to tamper with, or avoids any part of the drug and alcohol test procedure will be treated as having received a positive result.

When drug and alcohol testing is required as part of a third party’s requirements (e.g. Pre-placement for Nuclear or Network Rail), the appropriate standard and process will be complied with and any more stringent testing limits and regimes will apply.

For Cause Testing

For cause testing is undertaken:

- Where there is suspicion that a Relevant Individual may either be under the influence of drugs or alcohol or has an addiction or substance abuse habit; or
- When a Relevant Individual has been involved in an accident or a near miss incident; or
- When a Morson Group Company has received information relating to potential alcohol or substance abuse or addiction. In this case, to protect confidentiality, the details of the information, which it reasonably believes has been provided in good faith, will not always be revealed to the Relevant Individual; or
- Where a Relevant Individual is being transferred to safety critical work for example, the rail environment (pre-placement); or
- Where a client requires a specific testing regime.

Confidentiality

All results and information in relation to drug and alcohol testing will be dealt with in strict confidence and released only to the line manager of the Relevant Individual tested, the Relevant Individual themselves and the HR and SHE departments.

Testing for Alcohol

A negative result will be advised to the employer and the Relevant Individual, and a record made;

An alcohol in breath reading above 50% of any of the levels set out in paragraph 2.1 of this Policy will result in the HR representative having an informal conversation with the Relevant Individual about the result and informing his/her line manager.

If the alcohol in breath reading is at or above the levels set out in paragraph 2.1 of this Policy above the Relevant Individual will be deemed to have tested positive and he or she will immediately be suspended from work. The employer will arrange for the relevant individual's safe transport home; he/she will not be permitted to drive away from the workplace. Disciplinary procedures will then be instigated which may result in summary dismissal, even for a first offence.

Testing for Drugs

If the initial urine reading is indicative of recent drug use, the relevant individual will be advised that the sample (urine) needs to be analysed in a laboratory. The sample, provided under controlled conditions, will be handled in a formal chain of custody including maintenance of a split sample.

If the Relevant Individual is not an employee, their employer will be informed of the initial positive result (whether relating to alcohol or drugs) and reminded that false results may occur. The Relevant Individual will then be suspended from working in any Morson Group premises, pending the result of further laboratory analysis;

In the case of a Morson Group employee, the same suspension will apply, with the individuals line manager being informed;

Where urine samples are taken for the detection of drugs as part of a random or pre-placement test, they will not be subject to an initial test at point of contact. They will be tested at a laboratory and the relevant individuals will be allowed to continue work unless a positive result is confirmed by the laboratory.

Post Test Results

All test / sample information and documentation will be forwarded to the Group SHE department marked as PRIVATE and CONFIDENTIAL. Copies will be retained by the HR representative.

Those individuals who are not employed by Morson Group (for example subcontractors) who have tested positive for alcohol following a random or 'for cause' test will be safely removed and will not be able to return to work in any premise under the control of Morson Group. The responsibility for ensuring that the Relevant Individual travels home safely remains with his/her employer. He/she will not be permitted to drive away;

A Morson Group employee who has tested positive for alcohol following a 'for cause' test or random test will be subject to Morson Group disciplinary procedures, which may include summary dismissal;

If drug test results are returned from the laboratory showing a negative result or are found to be consistent with declared medication, individuals and employers will be notified and thanked for their cooperation. This will not have a detrimental effect on a Relevant Individuals career or work record;

If positive results are returned from the laboratory with respect to a non-Morson Group worker, the respective employer will be advised that the individual will not be able to return to work in any premises under the control of Morson Group; and

If positive results are returned from the laboratory with respect to a Morson Group employee, the individual will be subject to Morson Group disciplinary procedures, which may include summary dismissal.

Support

Should it be identified that an individual has issues with substance abuse or is supporting family members with issues then the company will, where possible, provide the following assistance to a member of staff:

- Helping the member of staff to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service, including the company Employee Assistance Programme.
- Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition and needs of the Company.
- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or an alternative post.
- The Company and its employees must recognise the following limits to the assistance the Company can provide:
- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.
- If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure.

- A member of staff's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Company at that time.

Amendments

Issue	Date	Description
1	September 2007	Draft for review
2	July 2010	Format amendments
3	October 2013	Re-branding
4	April 2015	Re-written
5	August 2015	Re-branding
6	July 2016	Reviewed
7	October 2016	Added 5.8 Support and advice Reviewed 12/08/2019 – NO CHANGES
8	August 2020	Rebranded - JM