

Drug & Alcohol Policy

Alcohol and drug abuse significantly impairs capabilities, affects conduct and relationships, and has a detrimental effect on health. Such abuse can also be partly or wholly responsible for an unsatisfactory record of timekeeping and/or attendance.

1st Step Solutions Ltd places paramount importance on the health, safety and welfare of its employees and Contractors at work and those whom the Company does not employ but who are affected by its undertaking. You are therefore required to have a responsible attitude to the consumption of alcohol and refrain from the misuse of drugs. Compliance with this requirement forms part of your duty to take all reasonable steps to protect yourself and your colleagues at work as well as to ensure the safety of those whom the Company does not employ but are affected by its undertaking.

Employees, Contractors & Agency Workers should therefore:

- Not present themselves for work if they are unfit, due to alcohol or drugs.
- Not present themselves for work if they have just consumed or taken drink or drugs.
- Not be in possession of drink or drugs in the workplace (including the van).
- Not consume or take drink or drugs whilst at work

Employees, Contractors and Agency Workers should note that if you are employed or engaged to work on a building site or any other safety critical environment, the consumption of alcohol, is forbidden prior to and during working hours and if you are considered unfit for work, your Site Supervisor has the duty to send you off site and an appropriate disciplinary investigation will take place. You must not take drugs other than those medically prescribed prior to or during your working time such that your capability to perform your duties is impaired. In addition, if you take any medication whether or not obtained by medical prescription, or you take any other form of health product or stimulant, you must check for any possibility of impairment to your ability to do your job and where this possibility exists to inform your Site Supervisor and the Company prior to commencing work.

On the grounds of protecting health and safety, where necessary to achieve a legitimate business aim and where it is a mandatory requirement of the Project, the Company reserves the right to carry out pre-employment and random unannounced alcohol and drug screening tests on those employees, agency workers and Contractors in the workplace whose activities and job duties have a significant impact on the health and safety of others. If an employee receives a positive test result, this will be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal in accordance with the **1st Step Solutions Ltd** disciplinary procedure. Where a contractor or Agency worker receives a positive test result this may result in termination of contract

Unreasonable refusal to submit to an alcohol or drug-screening test would be deemed to be a positive result resulting in the same disciplinary action as if tested positive.

For the purpose of this policy an unfit state through consumption of alcohol is defined as detection by testing of:

- More than 80 milligrams per 100ml of blood;
- More than 35 micrograms of alcohol in 100ml of breath; or
- More than 107 milligrams of alcohol in 100ml of urine.

1st Step Solutions Ltd are not looking to victimise employees or contractors who admit to having a drink or drug related problem, and who approach the Company for help and are prepared to undergo an agreed form of treatment. We offer to assist any employee or assignee who voluntarily declares an alcohol or drug related

problem. This will provide both confidential support and guidance to employees or assignees and their families. If you have or think that you may be developing an alcohol or drug related problem, then you must advise the Director immediately so that the help procedures can be applied. Disclosure or discovery of a problem prompted by a positive test result or an impending test is not acceptable.

Employees, Contractors and Agency Workers should note that whilst on duty, being incapable of performing your work in a suitable manner where, in the Company's reasonable opinion, this is due to alcohol or illegal drugs or where there is substantial potential for such incapability, will be a disciplinary offence, which in the case of a serious offence will render you liable to summary dismissal for gross misconduct or termination of contract.

Network Rail / LUL

Where work is on or in relation to the **Network Rail, London Underground or any other RISQS managed infrastructure** 1st Step have adopted the principles of the Network Rail Alcohol and Drugs Policy as follows: -

All employees who hold PTS certification or are holders of Safety Critical Work posts should be aware that while working on Network Rail Managed Infrastructure, additional legislation is applicable to them and their work. In particular the Transport and Works Act 1992 Part 2 Section 27 specifically notes the need for employees to be free from the effects of Alcohol and Drugs. The requirements of Network Rail Company Standard **NR/L1/OHS/051 051** and TfL Standards S1257 & S1251 apply. Results of drug and alcohol testing shall be recorded on the Sentinel and/or Oracle database.

If employees & assignees are on prescribed medication or are taking medicines that may make them drowsy, e.g. cold cures, Solpadine, they should advise their Doctor and seek alternatives AND report the fact to the Rail Supervisor, who shall record this appropriately

If employees or assignees are considered unfit for work, then we, with Network Rail have a legal duty to test their blood, urine or breath for drink or drugs. For the purpose of this policy an unfit state through consumption of alcohol is defined as detection by testing of:

- More than 29 milligrams per 100ml of blood;
- More than 13 micrograms of alcohol in 100ml of breath; or
- More than 39 milligrams of alcohol in 100ml of urine.

This is known as a 'positive result' of an alcohol test. Any traces of illegal drugs, such as Cannabis, Cocaine, Amphetamines, Benzodiazepines, Methadone, Opiates, Ecstasy or Propoxyphene etc. found will be deemed a positive test result. Employees, Contractors and Agency workers must be aware that LU adopts a zero tolerance for drugs and alcohol.

If proved positive the individual's Sentinel card will be removed and they will be immediately suspended, removed from the railway Infrastructure and possibly the Company and reported to Sentinel. Testing will be carried out by RISQS approved medical providers.

All Employee's, Contractors and Agency Workers are strongly advised to drink in moderation during the week and preferably leave 12 hours before commencing a shift. Don't forget to take into account any on-call, weekend or night shift work. Unannounced drug & alcohol testing will be carried out annually on a random selection of employees and assignees on a no-notice basis.

All new assignees and those existing employees who wish to start work on Network Rail Managed Infrastructure will be required to undertake full screening for drugs and alcohol before employment

Drug & Alcohol Policy

unless there is record of one having been done within the last 3 months. **1st Step** will not knowingly employ people who are recreational or habitual users of drugs.

For-cause screening will be carried out with no notice if there are reasonable grounds for someone to be suspected of being under the influence of alcohol or drugs or if their behaviour prompts it or if there has been an incident or accident in the work area. If laboratory analysis reveals the presence of prohibited substances consistent with a therapeutic dosage of undeclared medication the donor will be interviewed to establish the reason for non-declaration. If the Medical Officer is satisfied a 'negative' result may be given. If not satisfied this will be recorded as a No Result and the donor must be re-tested immediately and will not be allowed to work on Network Rail Managed Infrastructure until a negative (pass) result is achieved. Network Rail also has a policy of unannounced screening for which no notice will be given.

A refusal to undertake any of the above tests would be deemed to be a positive result resulting in the same disciplinary action as if tested positive. If you fail to turn up for an arranged test without good reason accepted by the Director, you will be considered as having refused the test.

This policy will be reviewed at least annually.

Signed:



Simon Cowdrey / Chairman

April 2021

1ST STEP

solutions
limited