



TEC TRAINING (GB) LTD
COMPANY POLICIES MANUAL

DRUGS AND ALCOHOL POLICY

REVISION RECORD

Issue:	Date:	Comments:
1	Sept 2014	1st issue
2	Sept 2016	2 nd Issue no significant changes
3	Sept 2017	Annual Review
4	Sept 2018	Following annual review
5	Sept 2019	internal audit
6	Sept 2020	Following annual review – changes in bold
7	Sept 2021	Following annual review – changes in bold

APPROVAL AND AUTHORISATION

Prepared by		Reviewed and signed of by
David Eve HSQE Advisor		Anwar Gorji Managing Director
		

GENERAL (NR/L1/OHS/051)



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The Company operates policies regarding employees (and candidates) use of alcohol, drugs and substances of abuse in that, employees (candidates) should not, at any time in their work, be affected by alcohol, drugs or substances of abuse in compliance with Network Rail standard NR/L1/OHS/051. The policy aims to:

To comply with the requirements of the transport and works act 1992, section 37 relating to drugs and alcohol and with Railway Group Standard RIS-8070-TOM, "Drugs and Alcohol" the company have adopted the drugs and alcohol policy detailed below, which must be briefed to all company staff and Sub-contractor employed in work in the railway environment. This is also compliant with the Network Rail procedure on Drugs and Alcohol NR/L2/OHS/051 "Alcohol and Drugs".

All relevant employees and sub-contractors shall sign a copy of this Drugs and Alcohol policy to show understanding of the requirements and to confirm compliance.

Prevent risks of accidents to employees, contractors, clients and anyone else who might be affected by such abuses.

To alert employees (candidates) to the risks associated with heavy or inappropriate drinking, disciplinary procedures and to promote a progressive change of attitudes towards alcohol and its use.

Protect the Health, Safety and Welfare of employees (candidates) by making information counselling and rehabilitation programmes available to those coming forward with an alcohol, drugs or substance abuse problem.

Definitions

Drug	Any substance which can impair the users to the extent that they are unable to do their work safely to the required standard.
Affected	Change in behaviour due to the effects of alcohol or drugs.
Unfit	Inability to undertake normal duties, due to the effects of alcohol or drugs.
Substance of abuse	Chemicals which may be misused to produce a bodily affect e.g. solvents and glues.
Safety Critical Work	As defined in the Railways (Safety Critical Work) Regulations 1994, or similar safety related work specified by the company or clients.

ALCOHOL POLICY

Employees (candidates) must NOT consume alcohol or be in possession of unsealed bottles or containers, containing alcohol whilst at work during working hours, including meal and other rest periods. Neither must they report for work when unfit through alcohol or consume alcohol when on call.

All employees (candidates) have a duty to bring to management's attention the fact that an employee (candidate) may have reported for duty while affected by alcohol.



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Employees (candidates) who recognise they have a problem with the consumption of alcohol and ask for help from the Company will be supported by relevant counselling and rehabilitation.

Tec Training is commitment to unannounced random testing of primary sponsors and key staff (a minimum of 5%, within the 12-month period of the previous RISQS audit)

DRUGS POLICY

Employees (candidates) must NOT possess, inhale or consume illegal drugs at any time whilst employed by the Company. Neither must they report for work when unfit through the use of prescribed or non-prescribed drugs unless agreement has been obtained from their Line Manager and appropriate work can be allocated.

All employees (candidates) have a duty to bring to management's attention the fact that they feel that an employee's (candidates) performance is being adversely affected by the use of drugs. If an employee (candidate) is reasonably believed to possess or to have supplied or manufactured any drug of abuse on Company premises or sites the Company will notify the police.

Employees (candidates) who recognise they have a problem with the use of drugs and ask for help from the Company will be supported by relevant counselling and rehabilitation.

The General Requirements of the Drugs and Alcohol policy are:

- No person shall consume alcohol or take drugs whilst working.
- No person shall possess illegal drugs whilst working
- No person shall attend site if unfit through alcohol or drugs
- Where prescribed or non-prescribed medicines are used the person MUST check with the GP/Pharmacist if they could affect their ability to work safely and inform the company of the fact that they are taking medicine.
- Screening for drugs and alcohol will be carried out as detailed below.

a) For Cause

i.) Post safety critical Accident/ Incident

You may be tested in this case

ii.) Behaviour or Appearance

If the company, Network Rail or client has good reason to consider you unfit for work through drugs or alcohol you will be tested



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In both cases staff or sub-contractors will be removed from Network Rail infrastructure until a Negative Result is proven.

b) Unannounced Random Drug Screening

If your work is considered to be safety critical you may be selected for unannounced testing notice.

The company has employed the services of a RISQS approved Medical centre to carry out all medicals, screening and testing. Employees are advised to contact us at the main office at their earliest convenience in the absence of or in conjunction with their own medical practitioner for advice, consultation or guidance.

Positive Screening Results

- Workplace or "for cause" screening

Positive results will result in temporary suspension, subject to local investigation and a prosecution may follow.

- Refusal to Undergo Screening

A refusal to undergo screening will be treated as a positive result and lead to temporary suspension pending investigation

Policy Implementation

Compliance with these policies is mandatory for all employees (Candidates) and subcontractors. Given the nature of the subject, it is crucial that these Company Policies are applied in a sensible and sensitive manner. Managers are required to ensure that consistency of standards and approach, are maintained throughout the Company.

Employee Rights

Under the above policies employees should note that: - Leave may be taken, if necessary, to undergo counselling and such leave will be treated as sick leave. Referral to counselling will not affect their present job unless they are unfit to fulfil the duties of the post.

Normal promotional prospects will be unaffected following successful resolution of the problem.

In the event that there is a relapse in the alcohol and drug problem or there are further conduct or performance difficulties during or following the period of referral each case will be treated on merit.

The Company respects the confidential relationship between employee and counselling agency, subject to the provision of reports on attendance and general progress as per the agreement with the agency.

Records about alcohol, drugs or substance abuse problems will be treated with the strictest confidence.

The policy applies to all employees (candidates), irrespective of position and does not discriminate at any level.

Signed by,



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A handwritten signature in black ink, appearing to be 'A. Q.', is written over a light grey rectangular background.

Managing Director

Dated 30.09.20