

## Drugs, Alcohol and Substance Abuse Policy Statement

Barhale acknowledges the problem of drugs, alcohol and substance abuse in our society and is committed to providing a safe and healthy working environment as well as complying with the Health and Safety at Work Act 1974.

Barhale aims to provide a safe, efficient and effective service to our customers and will take appropriate action to ensure that employees or other person(s) who may attempt to work whilst impaired by the use of substances do not compromise this.

We see drugs, alcohol and substance abuse as a serious threat to our employees, customers, sub-contractors and other stakeholders

This document sets out Barhale's policy in respect of any employee, or contractor's representative, whose performance is impaired whilst at work due to the use of drugs, consuming alcohol, or other substances. This policy also applies to the unlawful possession of or dealing in drugs whilst at work, including the illegal possession or supply of prescribed drugs or substances.

Barhale actively encourages those employees who feel they have an alcohol or drug dependency or are experiencing difficulties with drugs, alcohol, or any other substance to seek help. Early identification and treatment is essential if problems for the employee and the Company are to be avoided. Employees who feel they have a problem or are experiencing difficulties are encouraged to seek help and advice from either their line manager or a member of Human Resources department who will arrange for them to have a counselling meeting at which the options available to them will be explained. These may include treatment or rehabilitation. Any such matter brought to the attention of company representatives will be treated sensitively and in confidence. Where treatment or rehabilitation is provided, normal sickness absence procedures will apply.

Any employee with a dependency to alcohol, drugs or other substances who only declares they have a dependency when a serious misconduct issue has arisen or where they are proven to be in breach of this policy will be subject to the same disciplinary procedures as any other employee who breaches this policy.

It should be recognised that prescribed and over-the-counter medicines may cause impairment to an individual's performance at work. It is therefore the employee's responsibility to seek advice from their GP or pharmacist on any medicines they are taking. They should inform their line manager of any possible side effects of their medication. Any medical information will be treated in strictest confidence.

Screening and testing will apply to all employees and contractors of Barhale. The purpose of screening and testing is to ensure that due diligence is exercised and to deter and detect individuals working on Company premises whilst being impaired due to alcohol, drugs or other substances.

Screening and testing will be carried out in the following circumstances:

- Pre-appointment testing (including transfers) for all personnel working on rail projects or projects where this is a client requirement
- Random Unannounced Drug and Alcohol Testing – Committed to test 20% of employees on an annual basis
- For Cause Screening – Conduct, Behaviour and Appearance
- For Cause Post Incident

This document is a 'live' document, which will be regularly reviewed and updated where necessary.



**Julian Ripley**  
**Interim CEO**  
**June 2020**



**Andy Flowerday**  
**Executive Director**  
**Director responsible for HSEQ**  
**June 2020**