



Policy

Title: Alcohol and Drugs

Invicta Rail Ltd (Invicta) will take all reasonable steps to ensure that employees and sub-contractors are made aware of the contents of this statement in compliance with the requirements of the Railway & Other Guided Transport Systems (ROGS) Regulations, Rail Industry Standard RIS-8070-TOM and Network Rail standard NR/L2/OHS/00120 relating to alcohol and drugs testing, together with the relevant sections of the current version of the Transport and Work Act and the implications therein. Furthermore, as a responsible employer the Company has in place procedures to prevent, in so far as is reasonably practicable, an offence under the Act and a monitoring process to measure the effectiveness of such procedures.

The Company will measure the effectiveness and adequacy of this policy and the associated monitoring processes on an annual basis as a minimum via the internal rail management system audit process.

Definitions

NB – In this statement, unless otherwise stated, 'drug' means:

- *A controlled drug as defined by the Misuse of Drugs Act 1971 and all subsequent amendments; prescribed or over-the-counter medication or other substance that could detrimentally affect work performance.*

Main Requirements

It is a requirement of the company that no employee or contractor shall:

- Report or endeavour to report for duty, having just consumed alcohol or being under the influence of drugs
- Report for duty in an unfit state due to the use of alcohol or drugs
- Be in possession of alcohol or non-prescribed drugs in the workplace
- Consume alcohol or non-prescribed drugs whilst on duty

We will not tolerate any departure from these rules and will take the appropriate action in the event of any infringement.

Pre-Employment, Pre-Appointment, For-Cause, Periodic and Unannounced Testing

A programme of screening has been put in place to:

- Screen new employees for the presence of alcohol and drugs before commencing work for the first time or upon internal transfer to a safety critical post;
- Detect the use of alcohol and/or drugs by any person where there are grounds to suspect that this was a factor in the cause of an incident;
- Randomly screen employees for the presence of alcohol and drugs (on a rolling programme basis calendar year January to December) - at least 20% of a random sample of the workforce engaged in safety critical work, work requiring PTS certification, or work that is designated as a key safety post.
- Detect the use of alcohol and drugs where abnormalities of behaviour give rise to the suspicion that alcohol or drugs have been consumed, or following a reasonable request from another organisation for an employee to be screened.
- Test existing employees for the presence of alcohol and/or drugs in conjunction with the routine medical examination process.



Any person tested "for-cause" shall be removed from site until a negative test result is received from the testing company. Any person who fails any of the above screening procedures will be immediately suspended from their duties pending confirmation of the results. Where the results are confirmed, this may result in summary dismissal.

Limits

Employees will fail a drugs and/or alcohol test if the result shows:

- The presence of drugs for which there is no legitimate medical need for either their use or the quantity of their use;
- More than 29 milligrams of alcohol in 100 millilitres of blood, or
- More than 13 micrograms of alcohol on 100 millilitres of breath, or
- More than 39 milligrams of alcohol in 100 millilitres of urine.

Failure to Submit to a Screening

Failure to submit to any screening without good reason will be taken as an admission of guilt and may result in summary dismissal.

Notification in cases of failure

The Sentinel scheme will be immediately informed of any failures.

Reporting of Medical Treatments

Before starting the next turn of duty, all relevant persons are required to report, in accordance with company procedures, any medical treatment that they are taking. This includes medical treatments that:

- Have been prescribed to them by a medical practitioner or pharmacist;
- Have been purchased without the need for a prescription;

and which have been advised by a medical practitioner or pharmacist as having a detrimental effect on work performance.

Any positive screening which identifies any medical treatment which was not previously reported will result in suspension from duties pending further investigation. Where any medical treatment is known to have a detrimental effect on work performance, we will take one of the following courses of action:

- Request that the employee visits their own medical practitioner to obtain an alternative treatment that will not affect their performance;
- Instigate measures to permit the employee to carry out their normal duties safely;
- Instigate measures to permit the employee to undertake other than their normal duties.

We will review this policy as part of the annual management system review process.

Signed: Michael Cooper

A handwritten signature in black ink, appearing to read "Michael Cooper", is written over a horizontal line.

Position : Director

Dated: 01/04/2024