





Drι

Completion notes

The policy provides for Best Prac Limited and the FTA (Freight Tra specifically. However, it is likely to Alcohol misuse could be an issue.

The completion of this documen enforceability in all circumstances the completed policy with respect be required as a legal document.

AlcoDigital & the FTA recommend as set out by sections of the Railv following limits:

9 micrograms of alcohol in 20 milligrams of alcohol in 27 milligrams of alcohol in

These limits have been scientification cannot be achieved through a recommended that *only* a breat interpolation of partition rates how below) is used for testing; alternation

If a blood limit is specified, the el test as an alternative to the breath

Testing Equipment

At present there are no UK standa provide certification for Alcohol To equipment may be obtained from v

icy

red in conjunction with AlcoDigital respect to the Transport Sector for all companies where Drug and

rantee that it will have full legal ake specific legal advice to review cation and circumstances should it

ce Alcohol Policy. These would be ty Act 2003 which provides for the

ult solely of ingested alcohol and or natural phenomenon. It is fied in the policy as this avoids that a certified breathalyser (see imples could not be used.

opportunity to insist upon a blood m blood to breath can vary.

uipment but the Home Office does e for use under this policy. Such www.AlcoDigital.co.uk

<<Date>>

Introduction

The Health and Safety at Work A and healthy working environment their employees or visitors to the by the company's actions.

<<Company>> are responsible emseriously. This is why we have so welfare of our employees and to hor develop drug or alcohol relate and as a result can present a performance.

Aims of the Policy

This policy aims to:

- Comply with the Company environment for all staff
- Comply with all of the requ
- Set out restrictions on the
- Raise awareness of the da drugs or alcohol
- Guarantee the right of all drugs or alcohol
- Provide support to staff where controlled drugs or alcohol
- Protect Employees from th
- Support Employees with a

Health and Safety – Alcohol

In a social environment the consu In the workplace however it can i can place both the individual and t

In the workplace alcohol abuse ca

- Occasional inappropria
- Consistently inappropri

Problems arising from the first cat second will be more likely to involve the health of the individual employ of those around them.

Symptoms of alcohol abuse may it

- Unusually high rates of
- Unkempt appearance/L
- Spasmodic work patter
- Poor relations with other

ty on employers to provide a safe lth, safety and welfare at work of anyone else who may be affected

obligations to our employees very us ensure the health, safety and egal duties. Employees who have eir performance at work impaired and to others, and impair their

ovide a safe and healthy working

scription drugs or alcohol at work sociated with the use of controlled

ronment unaffected by controlled

ve been affected by the misuse of

rug and alcohol abuse; and roblem.

eration is an accepted part of life.
It in inappropriate behaviour, and
ger, as well as affect health.

be cases of misconduct whilst the erformance issues. In either case, uite possibly the health and safety

: or

Restrictions on Drinking Alcoho

Section 4 (1) Road Traffic Act 198 A person who, when driving or atte or other public place, is unfit to driv

It is <<Company>> Policy that should not be in excess of 9 mid

To comply with the above emplo alcohol during the 24 hours precent than 6-8 units of alcohol.

- Alcohol must not be consu the individual, colleagues of
- Alcohol must not be consu exercise of any individua working hours, for example
- Employees are not obliged the consumption of ald <<individual/title>>.
- Employees who are incapa be immediately removed fr
- Employees will be held t Company business they c that the incident occurred of
- Local area restrictions may in such a case the area res
- Alcoholic drinks must not b
- Alcoholic drinks must not are on company property employee transport.
- Alcoholic drinks, unsealed beverages may not be take
- Unless it is formally appropriate example, entertaining out employees during the eight

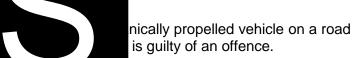
This policy applies to employees of

[In addition, the Railways and Trailand related to Railway, Maritime territorial waters but registered in industry commits a criminal offer alcohol in their breath, blood or unthe function or activity is impaired

Railways and Transport \$

9 micrograms of alcohol in or 20 milligrams of alcohol or 27 milligrams of alcohol

Note: The above limits are all bloodstream]



duty your breath alcohol level 100 millilitres of breath.

mselves to "light consumption" of consumption" is likely to be less

re as a consequence the safety of

icient quantities to impinge on the mpany business outside normal ns or in providing hospitality.

y consider to be incapable through nediately report the matter to

he consumption of alcohol should eported to <<individual/title>>.

gent in the event that whilst on ages to anyone or anything, and nsumption of alcohol.

ose laid down by the company and with.

es whilst at work note 2

yees wearing uniform, when they is context "public places" includes

unsealed containers of alcoholices at any time.

vidual>> for specific reasons (for rinks must not be consumed by or work.

pperational duties.

ates that in the UK on premises or d on aircraft or ships outside UK n the Airline, Railway or Maritime at a time when the proportion of led limit* or their ability to perform

mits

of no ingested alcohol in the

Health and Safety - Drugs

Controlled substances often posemployees health but also that of Employees should be aware that prescription, is a risk to everyone abuse. Such indicators commonly

- Sudden changes in behavi
- Confusion;
- Irritability;
- Fluctuations in mood and e
- Impairment of performance
- Increase in short term sick
- Inability to concentrate.

Employees should report any con all of these symptoms to <<inc approach the person displaying colleagues.

The Law

- Misuse of Drugs Act 1971 offer to supply or produce, substances, including thos aid or abet any of these off
- Section 2(1) of the Health a of every employer to ensu and welfare at work of all h
- Section 3.(I) Health and S every employer to conduct ensure, so far as is reason may be affected thereby ar

Prohibition

- No non-prescription drugs premises, land or vehicles business with, the Compan
- The prohibition of non-pre whilst they are at work. T Company business, when business, training or social
- It is a criminal offence in t or possess "controlled dr amended). Similar, and in other countries.
- If, as a result of the effect duties, or his ability to caracteristics, or his ability to caracteristics.
- Furthermore, the employed import, export, manufactudrugs, even if not convicted of drugs when going through
- Employees operating out apply or where local drugs laws.

could not only adversely affect ork as well as their performance. nce of drugs whether controlled or be alert to possible signs of drugs

out a colleague displaying any or d not under any circumstances as their concerns with any other

is an offence to supply, produce, led drugs (including psychoactive al highs"). It is also an offence to

ct 1974 states - It shall be the duty bly practicable, the health, safety

74 states - It shall be the duty of undertaking in such a way as to rsons not in his employment who risks to their health or safety.

umed in or brought onto company on irrespective of their status in, or

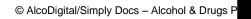
to all activities carried out by staff ut are not restricted to driving on es or when on trips for Company

nport, export, manufacture, supply Misuse of Drugs Act 1971 (as trictive legislation, exists in most

e is incapable of discharging his d, or has been convicted in any liable to disciplinary action.

sciplinary action if involved in the n of controlled drugs or if taking (e.g. found in unlawful possession ecuted.)

f the United Kingdom drugs laws nt, in accordance with those local



 Narcotic substances can r significant long term side employee taking, selling o will be subject to disciplinal

 In all cases where there is one of gross misconduct. T

Any reference in this Policy to a substance drugs (including psyc "legal highs") and does not refer t legally and commercially available

Testing and Control

- Testing for compliance with of a structured programme result of reasonable suspic requirements of this policy.
- All employees are required urine, as required by the tofficial (or contracted official)
- Such testing shall be of procedures and may be very requested by the employee

Procedures

- In the event that an employ
 Company will treat it as a I
 from any of the disciplinar
 disciplinary policy.
- All drug/alcohol related is manner. The individual res also provide any intereste more information or help.
- All requests for help or a information gathered as a Protection Policy.
- After receiving any approp any affected employees. action or treatment any dis
- The Company reserves the rate of pay, or require them
- Following effective treatm Company will endeavour to fulfilled by the employee [a
- In the event that an employer problem suffers a relapse make] provision for any fut face summary dismissal.
- If it is considered that the v

ktended periods of time and have the purposes of this policy any illicit drugs during their free time

of "controlled drugs", the charge is sfound, is dismissal.

efers only to controlled or illegal cluding those formerly known as ts and similar substances that are

be carried out at random, as part st of an employee's manager as a ay have failed to comply with the

g a sample of breath (or saliva or mand by an authorised company ed to carry out such testing) ice with the relevant approved available independent witness as

drug/alcohol related problem the nis does not excuse the employee within the scope of the Company

n a constructive and sympathetic ues is <<individual/title>> who will not with details of where to seek

the strictest confidence and all ordance with the Company's Data

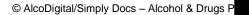
Company will provide support to ees to follow a suitable course of uspended.

ployees lighter duties at the same deemed appropriate

e of any disciplinary action the loyee to the same role previously ible to a suitable alternative].

I treatment for an alcohol related make] [is under no obligation to employee in question [will] [may]

ulture is the cause or a contributor



to an alcohol related proble ensure a reduction of such

Mitigation and Peer Support

In the event that an employee cor support or treatment for depende into account. Disciplinary action m successful cooperation with any a

Testing

Alcohol Testing – Equipment St Any equipment used will be UK H manufacturer's recommended ma positive the employee may reques

Alcohol Interlocks

Where deemed appropriate by the equipment. The interlock must be circumvent, interfere with or othe disciplinary action for Gross Misco

Narcotics Testing – dual sample Where appropriate dual samples opportunity to have their own sam

This policy has been approved

Name: <<Insert

Position: <<Insert

Date: <<Date>

Signature:

S

te all reasonably practical steps to

eir own free will in order to receive hol or narcotics this will be taken spended pending satisfactory and for rehabilitation programme.

calibrated in accordance with the the event that a test is shown a calibration records.

may be fitted to either vehicles or se as directed and any attempt to such devices will be subject to

ne employee shall be given the by a certified laboratory.

sources Manager>>

