

This policy statement forms part of our Integrated Management System (IMS) which is certified to BS EN ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, National Highways Sector Scheme (NHSS) 16 Certification and CE Marking to EN13108.

**Our Aims**

<p><b>Ensure our working environment remains free from the influence of alcohol and drugs of abuse.</b></p>	<p><b>Promote the health, safety and welfare of our employees and the effective operation of business activities.</b></p>	<p><b>Ensure our customers receive a service which is of the highest standard and quality.</b></p>
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**Responsibilities:** The responsibility for determining Company Policies is derived by the Board of Directors. Deborah Milnthorp, HR Director has been appointed as having overall responsibility for this Policy. Each employee shall recognise personal responsibility for observing the Company's Policies, Instructions and Procedures.

**Regulatory Requirements:** We will set standards that comply with all relevant statutory requirements relating to health, safety and welfare affecting employees, contractors, visitors, and the general public and seek continuous improvement in standards set.

**Training:** We will provide training to our employees identifying the effects of alcohol and drugs to themselves and others.

**Procedures:** We have in place procedures to prevent, in so far as is reasonably practicable, an offence under the Health and Safety legislation and will monitor them to measure the effectiveness of our system.

**Training:** We will train our employees on all Health and Safety matters and ensure they participate in the prevention of accidents and take measures to prevent industrial diseases.

**Screening Programme:** Our policy includes procedures to:

- Detect the use of drugs by both existing and potential employees
- Detect the use of alcohol and drugs by any person involved in an incident or near miss, where there are grounds to suspect that the actions or omissions of the person(s) involved have contributed to the incident
- Detect the use of alcohol and drugs where abnormalities of behaviour prompt managerial intervention.

**Responsibilities and Objectives:** We will ensure that no employee or subcontractor shall:

- Report or endeavour to report for duty having just consumed alcohol or under the influence of alcohol or drugs of abuse
- Report for work in an unfit state due to the influence of alcohol or drugs of abuse
- Be in possession of drugs of abuse in the workplace
- Consume alcohol or drugs of abuse whilst at work.

**Zero Tolerance:** In upholding our duty to ensure health, safety and welfare of our employees and everyone affected by the work that we do, we will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement.

**Accident Investigation and Prevention:** We will report any accidents and investigate, as necessary. We will encourage our employees and contractors to actively report near misses using our near miss safety feedback cards, which will allow us to learn and take necessary corrective action for future reoccurrences.

**Communication of Policy:** We will at all times ensure that all employees, temporary staff, and subcontractors are made aware of this policy, together with the relevant section of the Health and Safety legislation and the implications therein.

**Policy Review:** This policy statement will be reviewed on an annual basis and amended where appropriate.

Deborah Milnthorp  
HR Director



**December 2020**