

DRUGS & ALCOHOL POLICY

General Statement

Coombes Forestry Limited (COOMBES) conforms to the Railway Group Standard RIS-8070-TOM. This policy is also issued as a COOMBES commitment to prevent an offence under the Transport and Works Act where it makes it a criminal offence for an employee to work on a transport system while under the influence of drink or drugs.

Communication

The Company will take all reasonable steps to ensure that employees or contractors are made aware of the contents of this policy, together with the relevant sections of the Transport and Works Act 1992 and the implications therein. In addition, as a responsible employer, the Company will have in place procedures to prevent, so far as is reasonably practicable, an offence under the Act and a monitoring process to measure the effectiveness of such procedures.

Legal Obligations

This policy and its mandatory application will be communicated to all staff on employment.

It is a requirement of COOMBES that no employee or sub-contractor shall:

- Report or attempt 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 drugs in the workplace or supply or attempt to supply them in the workplace, or consume alcohol or drugs in the workplace while on duty.
- Use prescribed or over the counter medicine while working on Network Rail Managed Infrastructure without advising the person in charge.

A positive result under this policy means that testing for drugs and alcohol shows any of the following:

- 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 milli-litres of blood
- More than 13 micrograms of alcohol in 100 milli-litres of breath
- More than 39 milligrams of alcohol in 100 milli-litres of urine
- Refusal by a relevant person to a reasonable request to be tested for drugs and alcohol when required shall be the same as if that relevant person had tested positive for drugs and alcohol.

Company Responsibilities

COOMBES will undertake regular drug and alcohol screening of employees under the following circumstances:

- Pre-employment (If a prospective employee refuses to consent to such an examination/ screening, COOMBES has the right to immediately withdraw any offer of employment made).
- Promotion or transfer to safety critical activities.
- Following an incident where the use of alcohol and/or drugs may have been a factor.
- When there is cause to suspect that an employee is using or is under the influence of drugs or alcohol.
- As part of an unannounced screening process a minimum 5% of SENTINEL competency cardholders and safety critical employees will be drugs and alcohol screened per annum.



Implementation

The implementation of this policy will be supported by the following:

- Refusal to undertake drugs and alcohol tests will be considered a positive result
- COOMBES will not tolerate any departure from these rules and will take the appropriate disciplinary action, which will normally result in dismissal in the event of any infringement.

This Policy applies to all personnel sponsored by Coombes Forestry Limited who work on the railway infrastructure. This Policy equally applies to all Sub-contractors operating on behalf of COOMBES, who should have the necessary and required arrangements in place when working in the UK railway infrastructure.

COOMBES have a policy of assistance with rehabilitation of employees who voluntarily seek help for alcohol or drug related problems. Such employees must, however, seek assistance at the earliest possible opportunity - subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

This policy will be regularly reviewed (minimum annually).

Signed on behalf of Coombes Forestry Limited

Managing Director – Shane Coombes

June 2020