

# DRUG AND ALCOHOL POLICY



trac

TRAC International Ltd and subsidiary companies (TRAC) recognise that alcohol and drug abuse related problems are an area of health and social concern and an employee with such problems needs help and support from his/her employer. TRAC also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. We have a responsibility to our employees and customers to ensure that this risk is minimised. To this effect, employees must not:

- Report or endeavour to report for duty, having just consumed alcohol or being under the influence of drugs
- Report or attempt to report for duty when unfit through alcohol or drugs
- Be in possession of illegal drugs when on duty/working
- Consume alcohol or illegal drugs when on duty/working

Accordingly, TRAC's policy involves two approaches:

- Providing reasonable assistance to the employee with an alcohol or drug problem, who is willing to co-operate in treatment for that problem, by putting the employee in touch with relevant medical/social services.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either an alcohol or drug abuse problem does not exist or where treatment is not possible or has not succeeded in accordance with TRACPROC C04 Human Resources Procedure/TRACPROC ENG 04 – Personnel Procedure.

Drugs refers to banned substances, any substances that are in themselves legal, but can be subject to abuse, e.g. glue, solvents and medicines obtained with or without prescription, which may affect the staff member's performance at work. In addition, certain prescription and non-prescription medicines could also have an adverse effect on work performance and behaviour and show a positive result in any test. Where an employee is taking prescription or over the counter medication that may affect their performance, this must be highlighted to their line manager/supervisor and details of the medication listed in the personnel files.

Employees shall be subject to drug and alcohol testing as detailed in TRACPROC C04 - Human Resources Procedure/TRACPROC ENG 04 – Personnel Procedure, to ensure that they are in a fit state to carry out their stated duties. The Alcohol limits shall be as stated in the relevant Road Traffic Act, unless the employee is carrying out duties on Network Rail Maintained Infrastructure where lower limits are enforced.

We are fully committed to ensuring that all staff (including those whose work, activities and decisions can affect health and safety) working on Network Rail Maintained Infrastructure comply fully with the Drugs and Alcohol requirements of GE/RT8070 and NR/L1/OHS/051.

**For and on behalf of TRAC International and subsidiary Companies:**

**Managing Director: K Stephen**

**Signature:**



**Date: 31<sup>st</sup> January 2017**