

S. J. Walchester Ltd

Drugs & Alcohol Policy



S J Walchester Limited has a Policy of zero tolerance to alcohol and drugs of abuse on all their work sites.

SCOPE

This Policy applies to all S J Walchester Limited employees and those not employed by S J Walchester Limited but who enter S J Walchester Limited Office or Site's.

RESPONSIBILITIES

H&S Manager:	The H&S Manager is responsible for ensuring that all persons employed by SJW Limited are informed of the Policy prior to entering the work place. S J Walchester Ltd have the right to carry out a drug and alcohol test pre-employment.
Site Manager:	The Site Manager is responsible for ensuring that all persons entering the work place are inducted and that unannounced testing and for cause testing is implemented in line with current work instructions.
H & S Co-ordinator:	The Health & Safety Co-ordinator is responsible for ensuring that collectors of samples are competent in the chain of custody process and hold a certificate awarded by a UKAS accredited organisation. Testing of samples will be carried out by a Link Up approved supplier with the relevant approval status. The H&S Team is responsible for maintaining records and test result documentation, which is retained for a period of 5 years.

MISUSE OF ALCOHOL

To become unfit for duty through the consumption of alcohol is defined as:

- more than 29 milligrams of alcohol in 100 millilitres of blood, or
- more than 13 micrograms of alcohol in 100 millilitres of breath, or
- more than 39 milligrams of alcohol in 100 millilitres of urine.

MISUSE OF DRUGS

To become unfit for duty through the misuse of drugs is defined by Oral Testing. A positive test result will be in line with the following:

- Amphetamines
- Benzodiazepines
- Cannabis
- Cocaine
- MDMA (Ecstasy)
- Methadone
- Opiates
- Propoxyphene
- Any other drugs of abuse

OVER THE COUNTER AND PRESCRIPTION MEDICATION

Some over the counter medication could affect your ability to undertake duties in a safe and responsible manner. These over the counter medicines include but are not limited to:

- Anti-depressants
- Painkillers
- Tranquillisers
- Cold and flu remedies
- Sleeping pills
- Hay fever remedies and other anti-histamines

Likewise, prescription medication can affect your ability to undertake duties in a safe and responsible manner.

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It is your responsibility to understand the medication you are taking and the effects they will have on your performance. If you are taking medication that may affect your performance speak to your immediate Line Manager/Supervisor at the first opportunity. You may have to work under restricted duties until advice is provided and dependent upon the advice received you may have to continue to work under restricted duties until you have stopped taking the medication.

RESTRICTIONS AND PROHIBITIONS ON CONSUMPTION OF ALCOHOL

The consumption of alcohol can affect people in different ways. This will depend on your sex, age, weight and metabolism and this will determine the length of time that alcohol remains in the body.

The legal limit for drink driving is currently set at 80mg alcohol per 100ml of blood and that is generally reckoned to equate to consuming 4 units of alcohol. The SJW Limited limit for alcohol is 29 mg alcohol per 100-ml blood. This equates to consuming less than 1.5 units. Remember that the amount of alcohol in your blood or urine is your responsibility and nobody else's.

In general Doctors suggest that the safe limits for the consumption of alcohol, without causing long-term health problems are:

- 14 units per week for women
- 21 units per week for men

PRE-EMPLOYMENT, TRANSFER AND PROMOTION TESTING

As a contractor within the civil, construction and railway industry, SJW Limited complies with the duties specified within the relevant legislation and client standards. In the railway environment employees will be tested before first appointment to safety critical work or first application for a Sentinel Competence Card, this applies to new starters and internal transfers. In addition, employees will be tested before they are promoted.

UNANNOUNCED RANDOM TESTING

S J Walchester Ltd has a legal obligation to protect the health and safety of its employees and any third parties affected by our business. In order to achieve the Company's legitimate interest and legal obligations in respect of health and safety we reserve the right to carry out random drug screening tests.

The screening tests will only be carried out on employees whose activities and job duties have a significant impact on the health and safety of others. The guidelines promulgated in the equal opportunities policy must be followed in relation to drug screening tests.

FOR CAUSE TESTING

For Cause Testing may take place if you have been involved in an incident or accident or your Line Manager/Supervisor considers that your actions or behaviour gives reasonable grounds to believe that you are unfit for work due to the effects of drugs or alcohol.

Following For Cause Testing you will be suspended from safety critical work until the results are known.

Under the Transport & Works Act it is a criminal offence to undertake safety critical work whilst unfit to do so through alcohol or drugs, so you may also be subject to 'for cause' testing by a Police Officer.

You commit a criminal offence if you:

- Refuse to give a specimen.
- Have more than 80 milligrams of alcohol in 100ml of blood.
- Have more than 35 micrograms of alcohol in 100ml of breath.
- Have more than 107 milligrams of alcohol in 100ml of urine.
- Are unfit to carry out your duties through drink or drugs.

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Conviction of a criminal offence of this nature usually results in a fine and or imprisonment. If you are hospitalised as a result of an accident or incident, you will only be subject to 'for cause' testing with the consent of the medical practitioner in charge of your case.

REPORTING THE RESULTS OF DRUG AND ALCOHOL TESTING

Negative results will be forwarded to your Line Manager who in turn will inform you of the result.

If you are suspended from work pending a test result you will be informed by letter of the result. If the test is positive, you will be informed by letter of the test result and the Disciplinary Procedure to be followed.

Whilst these rules are aimed at assisting employees with drug problems, action will nevertheless be taken under SJW's disciplinary procedure if misconduct takes place at work as a result of taking drugs, or if an employee is found to be under the influence of drugs whilst at work. Incapacity or misconduct caused by drugs at work is a potential gross misconduct offence under the Company's disciplinary procedure and the employee is therefore liable to be summarily dismissed. This also applies to any employee believed to be buying or selling drugs or in possession of or consuming drugs on the Company's premises.

The Company reserves the right in any of these circumstances to arrange for the employee to be escorted from the Company's premises immediately and sent home without pay for the rest of the day or shift. The Company also reserves the right to suspend the employee on full pay while carrying out an investigation.

RIGHTS OF APPEAL

You may appeal against the positive test and sample B will be tested and all costs may be borne by you.

You may appeal against disciplinary action taken against you following breaches of this Policy as detailed in SJW Limited Disciplinary Procedure.

BREACHES OF THE POLICY

You will be in breach of the Policy if you:

- Report for duty or attempt to report for duty having recently consumed alcohol and or drugs that affect your ability to undertake your duties in a safe manner.
- Are in possession of or supply any drug of abuse in the workplace or whilst on duty.
- Refuse to submit to an alcohol or drug test.
- Decline or discontinue an approved course of treatment or rehabilitation for an alcohol or drug related problem without reasonable cause.
- Declare an alcohol or drug problem after you have been notified of your selection for alcohol and or drug testing.

If you are found to be in breach of the Policy SJW Limited Disciplinary Procedure will be implemented. If you hold a Sentinel Competency Card, this will be revoked by SJW Limited by informing NCCA. If at pre employment stage you are found to be in breach of the Policy your offer of employment may be reconsidered, a positive result for drugs will be notified to NCCA and you will be prohibited from applying for a Sentinel Card or working as a Contractor to Network Rail for a minimum of five years.

REHABILITATION AND RE EMPLOYMENT

If you have been in breach of this Policy, you may be considered for re-employment by SJW Limited providing that the following arrangements are followed:

- It is at least five years since the breach of this Policy took place.
- You submit to and pass alcohol and drug testing.
- You agree to an individual regime of unannounced random testing for a further period of not less than two years
- You attend a meeting of SJW Limited senior management to discuss the breach of the Policy and the accepted method of ensuring a second breach does not take place.

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If at any time, there is an admission of either drug and or alcohol misuse your case will be heard on its merits and a decision will be made on your preferred path of rehabilitation.

Information and advice about the effects of alcohol and drugs will be made widely available to employees and contractors through safety briefings, toolbox talks and poster campaigns.

Signed: S. Walchester
MANAGING DIRECTOR

A handwritten signature in black ink, appearing to be 'S. Walchester', is positioned below the typed name and title.

Date: 21/01/2026