

4.9 DRUGS & ALCOHOL POLICY

1. General Statement

Homegrown Timber Group conforms to the Railway Industry Standard RIS-8070-TOM (Current issue) and NWR Standard NR/L2/OHS/00120 (Current issue). This policy is also issued as a Homegrown Timber Group commitment to prevent an offence under the Transport and Works Act 1992 where it makes it a criminal offence for an employee to work on a transport system while under the influence of drink or drugs.

2. Communication

Homegrown Timber Group 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 Homegrown Timber Group 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.

3. Legal Obligations

This policy and its mandatory application will be communicated to all staff on employment. It is a requirement of Homegrown Timber Group 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:

- a) The presence of drugs for which there is no legitimate medical need for either their use or the quantity of their use.
- b) More than 29 milligrams of alcohol in 100 milli-litres of blood
- c) More than 13 micrograms of alcohol in 100 milli-litres of breath
- d) More than 39 milligrams of alcohol in 100 milli-litres of urine
- e) 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.

4. Company Responsibilities

Homegrown Timber Group 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 Homegrown Timber Group 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.
- In addition, as part of an unannounced screening process a minimum 20% of Sentinel Scheme cardholders and safety critical employees will be selected for random drugs and alcohol screening per annum (January to January rolling period).
- A duty of care shall be extended to the individual following an incident where the use of alcohol and/or drugs may have been a factor.

5. Implementation

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

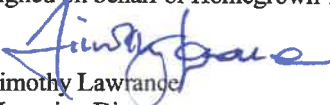
- Refusal to undertake drugs and alcohol tests will be considered a positive result.
- Homegrown Timber Group will not tolerate any departure from these rules and will take the appropriate disciplinary action, which will normally result in dismissal in the event of any infringement.

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

The Company has 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 Homegrown Timber Group



Timothy Lawrance
Managing Director
June 2023

Review Date: June 2024