



Drug and Alcohol Policy Statement

This drugs and alcohol policy statement summarises Gortmore Limited's policy in adhering to the requirements of Railway Group Standard GE/RT8070. This policy shall apply to those whose work is under the control (i.e. work directly for or subcontractor's worker) of Gortmore Limited (herein later referred to as 'relevant persons').

Gortmore Limited is committed to Safe Systems of Work. To demonstrate this, Gortmore Limited will comply with the Health and Safety At Work Act 1974, the Transport and Works Act 1992, Railways (Safety Critical Work) Regulations 1994, Network Rail Alcohol & Drugs Policy RT/LS/P/051, and the Requirements of the Group Standard GE/RT8070.

Gortmore Limited will ensure total compliance with those requirements and the requirements of its Drugs & Alcohol Policy by subjecting all relevant persons (employees and employees of its sub-contractors) to pre-appointment drugs and alcohol testing, unannounced random drugs and alcohol testing, 'for-cause' drugs and alcohol testing following an accident or incident and/or suspicious behaviour.

Persons subjected to unannounced random drugs and alcohol testing may be permitted to continue their duties whilst awaiting the results of such testing unless there are reasonable grounds to suspect that person is under the influence of drugs or alcohol, and that the safety of the operational railway is at risk. Persons being subjected to 'for-cause' drugs and alcohol testing shall not be allowed to resume work until the results of their testing are known. Relevant persons (employees and employees of its sub-contractors) found to be tested positive on any of those checks will either not be employed or be immediately dismissed from employment on Railway Infrastructure.

Relevant persons (employees and employees of its sub-contractors) are requested to immediately report the use of any prescribed and/or over-the counter medication whilst under the employment of Gortmore Limited, prior to embarking on the prescribed drugs. Failure to report or disclose this will lead to the employee being subject to the company disciplinary procedure which may lead to instant dismissal. Upon the receipt of such report, the Safety Manager reserves the right to take suitable and appropriate decision which may include the decision to relieve such relevant persons from working on the Railway Infrastructure on behalf of the company, taking into consideration the type of drug prescribed and the nature of advice/instruction given by Network Rail. Information on results of drugs and alcohol testing and individual safeguards shall be treated and maintained with strict confidentiality. In line with Gortmore Limited's Appeals Policy, appeals relating to drugs and alcohol testing must be lodged in writing with our Managing Director within 3 working days of the testing. Information on help and support available to those with drugs and alcohol problems are available with the Quality, Safety & Environmental Manager.

Gortmore Limited will not accept any relevant persons to present themselves for work whilst under the influence of drugs or alcohol. Anyone in breach of this will be dealt with in accordance with the company's disciplinary procedure.



Gortmore Limited employees or its sub-contractors **MUST NOT**

- Report, or try to report, for duties when unfit for work through drugs or alcohol
- Consume alcohol or drugs while on duty
- Be in possession of alcohol or drugs on railway premises
- Drink 12hrs before or while on duty
- Wear high visibility or Gortmore Limited identification or uniform on licensed premises
- Use any drugs or alcohol at any time
- Have the smell of alcohol whilst on duty
- Accept call for duty if in breach of any of the above or if they have any doubt about fitness for work.

Gortmore Limited will regularly monitor compliance with this policy and maintain accurate and up-to-date records.

This policy will be briefed to all employees as part of their initial induction by the Quality, Safety & Environmental Manager. Copies of the policy will be given to all relevant persons and the receipt acknowledgment by each person shall be maintained (on personnel files for employees). Gortmore Limited will communicate, implement and maintain this policy at all times with the organisation. It is the responsibility of the Line Manager to implement and maintain the drugs and alcohol policy.

The Managing Director will regularly review this policy, at least once a year. The policy will be revised and updated whenever deemed appropriate and necessary to do so.

Signed: *Liam Philbin*

Liam Philbin
Managing Director

04th November 2020