



DRUGS & ALCOHOL POLICY

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CONTENTS		
SECTION	CONTENTS	PAGE
1	Approvals	2
2	Scope	2
3	Definitions	2
4	Benefits/Value Of Policy	4
5	Roles and Responsibilities	4
6	Data Protection	7
7	Policy Details	7
8	Communication/Roll-out Of Policy	13
9	Link To Other Policy /Guidance Documents	13



REVISION NOTES				
SECTION	PAGE	VERSION	REASON FOR CHANGE	DATE
All	All	1.0	Policy introduced	24/10/2014
All	All	2.0	Policy updated. This is a major revision and should be read in full	01/02/2017

1. APPROVALS

Approvers: Tarmac ExCom – approved: 02/11//2016

Tarmac HR Director – approved: 23/01/2017

2. SCOPE

This policy applies to all Employees of a Tarmac Company, temporary workers and contractors (including hauliers and agency labour). It supersedes all other policies on alcohol and substance misuse issued by the Company or any relevant previous employers in Tarmac.

This policy is non-contractual and the Company may at any time (at its discretion) amend or withdraw the policy to reflect the needs of the business and / or best practice and / or legislative change.

3. DEFINITIONS

<i>The Company:</i>	The Tarmac Company that employs the relevant Employee
<i>Tarmac:</i>	Tarmac Trading Limited and any company that is a subsidiary of Tarmac.
<i>Employee:</i>	Anyone directly employed by the Company
<i>Manager:</i>	Immediate line manager, supervisor or team leader
<i>Drug and alcohol misuse:</i>	The inappropriate use of alcohol, drugs or other addictive or psychoactive substances of which illegal use, or use which has an adverse impact on the individual, their work or their relationship with colleagues, customers, or other members of public.
<i>Alcohol</i>	A beverage, condiment or food additive which contains alcohol in any form.
<i>Drugs</i>	Illegal substances, novel psychocative substances (NPS), prescribed and over the counter medications



<i>Competent Person</i>	A person who is suitably qualified and competent in the field of drug and alcohol testing
<i>Novel Psychoactive Substances</i>	Covered by the Psychoactive Substances Act 2016, these are substances designed to produce the same or similar effects to illegal drugs, but are not controlled under the Misuse of Drugs Act 1971 or licensed by the MHRA and are not licensed for human consumption in the UK. These were often referred to as ‘Legal Highs’ prior to the introduction of the Psychoactive Substances Act in May 2016, which has made it illegal to produce and supply them.
<i>Substance Misuse</i>	Alcohol dependence/excessive alcohol consumption; Taking or possession of illegal drugs; Misuse of legal substances such as prescribed medicines; Taking or possession of Novel Psychoactive Substances (NPS).
<i>Substance Dependency</i>	A condition where an Employee’s consumption, of any of the above substances, frequently or repeatedly interferes with his/her health, attitude to safety, attendance or general work performance.
<i>Substance Intoxication</i>	Excessive consumption of any of the above substances, which may result in irresponsible behaviour, but which is not necessarily related to a physical or psychological dependence.
<i>Negative (test result)</i>	The outcome of the drug and alcohol test confirms that the donor does <u>not</u> have any quantities of drugs or alcohol in their system above the levels set by The Company.
<i>Non-negative (test result)</i>	The outcome of an instant test shows that the donor potentially has a quantity of drug/s in their system, but the sample requires assessment by an approved testing laboratory to confirm the quantity and type of substance/s present, and if this is compliant with prescribed medication.
<i>Positive (passed test)</i>	The outcome of a drug and alcohol test confirms that the sample contains levels of drugs above the limits set by The Company but are consistent with the use of prescribed or over the counter medication.
<i>Positive (failed test)</i>	The outcome of a drugs or alcohol test confirms that the sample contains levels of drugs or alcohol that are above the limits set by The Company and are not consistent with declared medication. i.e. the result of the test is a ‘fail’.



4. BENEFITS/VALUE OF THE POLICY

Tarmac is committed to ensuring the health and safety of all employees and others with whom they come into contact and to maintaining a safe and efficient operation.

The Company intends that the working environment should be free from drugs, alcohol and other addictive substances. This document sets out the Company's rules on drugs, alcohol and substance misuse and defines the procedures for dealing with those who have a problem in this area and for carrying out testing.

The Company recognises that Employees may suffer from alcohol, drug or addictive substance related problems, which are potentially very serious. A person with a misuse or dependency problem can put themselves, colleagues, members of the public or customers at risk of harm and it is with this that we, as an employer, are concerned. It is our intention that this policy will encourage any Employee with a misuse or dependency problem to seek help for both the individual involved and anyone affected by it.

5. ROLES AND RESPONSIBILITIES

5.1 The Company will:

- Provide Employees with information about the misuse of alcohol, drugs and addictive substances including prescribed medication and promote an understanding of their effects and the risks associated with misuse;
- Encourage Employees with an alcohol, drug or substance misuse problem or dependency to seek early help;
- Provide advice for managers to enable the identification of job performance problems that may be attributable to the effects of alcohol, drugs and addictive substances and consult with the appropriate specialist to determine whether there is sufficient concern to warrant a medical evaluation;
- Offer confidential support, advice and counselling, or other appropriate assistance through the Employee Assistance Programme (EAP), to Employees who suspect or know they, or colleagues, have or may be developing a dependency problem¹;
- Define and implement appropriate procedures for carrying out screening for substance misuse.

¹Note: Employees are still required to inform their Line Manager or HR representative if they believe they have or are developing a dependency problem, even if they have contacted the EAP. See Section 5.4.



5.2 Managers must:

- Read, understand and follow the principles of the policy and any associated procedures published in connection with it;
- Seek guidance from HR and Health & Safety as appropriate;
- Ensure that all employees, temporary workers and contractors, are familiar with and adhere to the policy and associated procedures and know what is expected of them;
- Be familiar with the circumstances when drug and alcohol tests need to be instigated;
- Be vigilant; identify and monitor employees with potential problems;
- Work with the occupational health random drug and alcohol testing service provider, when their site is randomly selected for the random testing of employees on that site;
- Make arrangements for drug and alcohol testing of an employee where there are reasonable grounds to suspect that the fitness of that person is likely to compromise the safety of themselves or others, or who has been involved in an accident/incident at work;
- Ensure confidentiality of individuals with potential problems at all times.

5.3 Human Resources will:

- Read, understand and follow the principles of this document and any associated procedures published in connection with it;
- Support line managers and provide guidance on the application of the policy, advising them accordingly on how to handle specific cases;
- Monitor the application of this policy ensuring fairness and consistency of treatment;
- Ensure that the principle of confidentiality is clear and that managers understand the amount and type of information that will be given and to whom;
- Provide statistics relating to drug and alcohol testing.

5.4 Employees, temporary workers and contractors (including hauliers) must:

- Attend work (or, for hauliers, attend a Company site) free from the effects of alcohol or drugs that could impair their performance or ability to carry out activities safely, or be a breach of statutory or regulatory requirements;
- Immediately report to their manager any breaches of this policy including concerns that a colleague may be working having alcohol, drugs or addictive substances in their system;



- Ensure they do not cover up or collude with colleagues whose behaviour and performance is, or could be affected by, the taking of illicit, or medical drugs, or alcohol or by any other form of substance misuse;
- Urge colleagues to seek help if they have problems arising from the use/misuse of alcohol, drugs or addictive substances;
- Ensure they inform a manager or HR if they believe they have or are developing an alcohol, drug or addictive substance problem, and do so before they are asked to undertake a drug and alcohol test, or become aware that a drug and alcohol test is going to take place at their place or work.
- Advise their pharmacist, GP or medical practitioner of this policy when being prescribed medication, in order that side effects that have potential safety implications can be identified and alternatives sought;
- Notify their manager if they are taking prescribed drugs that could impair their performance at work.

5.5 Employees, temporary workers and contractors (including hauliers) must not:

- Present themselves for work (or, for hauliers, attend a Company site) knowingly having alcohol, drugs or addictive substances in their system (unless due to medication prescribed by a medical practitioner);
- Have alcohol, drugs or addictive substances in their system whilst at work or on work related business (unless due to medication prescribed by a medical practitioner);
- Consume alcohol or illegal drugs, or misuse any substance whilst at work. This excludes any Company function where specific permission for limited consumption of alcohol has been given;
- Be in possession of drugs while at work, with the exception of the controlled use and possession of medication prescribed by a medical doctor for personal use;
- Sell illegal drugs to another employee either at work or outside working hours, or trade in illegal drugs in any way;
- Refuse to take an alcohol or drugs test. In such cases the Company will be entitled to make a reasonable inference as to the reasons for the refusal.

N.B. Whether or not an employee is fit for work is a matter for the reasonable opinion of management.



6. DATA PROTECTION

Information regarding Employees' health is sensitive personal data and is therefore covered by the provisions of the Data Protection Act 1998. In order to ensure compliance with this legislation, the following steps will be taken:

- The employee's consent to any screening process will be obtained before a test takes place;
- Employees will be informed exactly what the test is for and the possible consequences;
- The testing process will be of sufficient technical quality and undertaken by a health professional or someone else with equivalent training;
- The results of the testing process will be retained on a confidential basis and not released to anyone other than the employee, the employee's line management and HR.

7. POLICY DETAILS

7.1 Application of the policy

The general principle of this policy is that we will have a work environment free from the effects of drugs, alcohol and addictive substances. Enforcement of this policy is a line management responsibility but for clarity, the application of the policy in relation to specific circumstances is defined as follows:

- **Duty cover**

Employees on agreed duty cover either at home or elsewhere are subject to this policy for the full duration of periods of duty.

- **Working from home**

Employees working from home by agreement with their Manager are subject to this policy while working.

- **Breaks/rest periods**

Employees must remember that they will be returning to work and that when they do they will be subject to the provisions of this policy. Alcohol must not be served and may not be consumed on business premises during working hours including any breaks and rest periods.

- **Birthdays/retirement celebrations etc.**

If alcohol is involved in these types of celebrations then such events should take place away from business premises/sites and outside normal working hours.



- **Hospitality/entertainment/conferences etc.**

Where employees are involved in corporate hospitality or entertainment of customers, suppliers or visitors inside or outside working hours, or attending conferences/training courses, they are expected to take a responsible attitude to alcohol. Employees should remember if they return to work they will be subject to the provisions of this policy.

It is important to remember that alcohol can remain present in the bloodstream for up to 24 hours after consumption.

The duration that drugs stay in the body varies, and can last from hours to days, or even to more than a few weeks.

7.1.1 Application of the policy to individuals who are not employees

All individuals working on Tarmac premises are expected to comply with this policy and may be subject to both “for cause” and random alcohol and drug screening as detailed in 7.3 below.

The Company will make such individuals aware of this policy as part of their Health & Safety induction.

Failure to comply with the requirements of the policy will lead to the individual being excluded from the site.

7.2 Voluntary referral

If an employee recognises that they have an alcohol, drug or substance misuse or dependency problem and voluntarily brings it to the attention of the Company in advance of taking or being requested to take a drug and alcohol test, every effort will be made to support them through the processes detailed below. Employees with a problem will be able to approach their line manager or HR representative for assistance on a totally confidential basis.

To support the employee in achieving optimum recovery and return to work the Company may:

- Refer the employee to the Company’s occupational health provider for recommendations on a course of action and possible treatment;
- Require the employee to consult their GP for guidance and/or treatment;
- Transfer the employee to another job, either temporarily or permanently, where continued employment in a particular role may jeopardise their personal safety or the safety of others. Where no practical alternative exists, after seeking medical advice, managers may require staff to remain at home. In such circumstances, employees will continue to be paid their basic pay.



During any period of absence from work for agreed treatment, the Company's normal sick pay arrangements will apply and absence for treatment will be treated as normal sickness. Return to work will only be considered upon receipt of a written clearance from a Medical Practitioner and a review of the risk by the Company. The latter may include an independent assessment by a third party expert.

If an agreed or recommended course of treatment is not followed by an employee or is ineffective and occurs concurrently with lapses in the employee's performance, conduct or attendance then they will be dealt with in accordance with the Company's normal disciplinary or sickness absence procedures as appropriate.

Random testing may be carried out to verify the employee's claim and/or to ensure compliance with the treatment and recovery programme. This will be discussed and agreed with the employee before the commencement of the treatment and recovery programme.

Any employee with a dependency on alcohol or drugs who only declares they have a dependency when a serious misconduct issue has arisen, or when they are found to be in breach of this policy, or immediately prior to taking a random test, will be subject to the same disciplinary procedures as any other employee who breaches this policy.

7.3 Drug and alcohol screening

7.3.1 Who carries out screening

Testing will only be carried out as a part of this policy, and only by trained staff through our approved testing provider.

7.3.2 When screening will be used

In order to provide a safe working environment as well as to ensure compliance with the law, we will undertake drug and alcohol screening in the following circumstances:

- **Pre-placement checks**

These may be carried out where safety critical elements are required to be undertaken in the role prior to the person commencing that role. Individuals may also be subject to a drugs and alcohol test when required by third parties before commencing work at a site under their control.

Checks may also be undertaken, when appropriate, where the employee is returning to work following a period of long term absence.

- **'For cause' screening**

Testing may be carried out following a workplace incident or accident, or when there are reasonable grounds to believe that alcohol consumption or drug use has occurred or could have had an adverse effect on health and safety.

The behaviour or appearance of an employee or other individual working on site may also trigger a test if the employee or individual is suspected of having alcohol, drugs or other addictive substances in their system.

This may be prompted by any of the following indicators (note this list is not exhaustive):



- Abnormal behaviour (e.g. aggression, euphoria, hyperactivity or lethargy and tiredness for that person);
- Difficulty in walking normally;
- Incoherent speech;
- Smell of alcohol;
- Bruising and/or injection marks;
- Third party observations from Employees, contractors, visitors etc;
- After discovery of illegal substances, drug-taking paraphernalia or empty alcohol containers on company property.

A test under these circumstances is intended to prevent the employee being a danger to themselves or others in the workplace.

- **Random screening**

Unannounced random testing will apply to all Tarmac employees, temporary workers and contractors (including hauliers) as part of an on-going programme of risk management. It may also be used in response to specific concerns, in which case it will be authorised by a senior manager.

To ensure that staff selection is entirely random, the approved independent testing company will select employees for testing. Neither the Company nor any of its employees will determine which individuals are to be tested.

Employees selected will be given no notice of screening.

Managers will not normally receive any advance notification of testing for their employees.

Employees who are subject to a random test where no instant result is provided (ie the sample is sent back to the laboratory for testing) should return to work whilst waiting for the results.

Employees who are subject to a random test where an instant result is provided (ie instant breath test for alcohol or instant test kit for drugs) will be suspended immediately if the result is 'non-negative', and will remain on suspension until the results of the follow-up lab test are known. If the result of the lab test is negative, the person may return to work. If the result is positive (failed test), the person will remain suspended until an investigation is conducted, and if appropriate depending on the outcome of the investigation, disciplinary proceedings will commence. For further guidance, see Section 7.3.4 'Test results and consequences'. If the result is positive (passed test) an occupational assessment may be required to check that the medication taken would not affect performance of safety critical tasks.



- **Follow-up screening**

Screening may be carried out as a follow up for employees who have been receiving support or have been absent from work because of a problem related to substance misuse or dependency. The employee will be asked to give permission for the testing, which may then be conducted on a random or routine basis.

Confidentiality will be maintained at all times.

Refusal to provide a sample without justifiable grounds may be deemed a positive (failed test) result by default and disciplinary action may be taken against the Employee. If no sample is produced the Employee will then be suspended from work immediately on full pay pending further investigations and the outcome of any subsequent disciplinary process.

We will consider a refusal of a reasonable request to be tested for drugs and alcohol as detailed in this document to be the same as if that person had failed the drug and alcohol test.

7.3.3 Testing processes and method

The processes used for testing for drugs and alcohol and the methods used to conduct testing are detailed at Appendix A.

7.3.4 Test results and consequences

a. Non-negative/positive test results

When a non-negative/positive result is received following either “for cause” or random testing, the following procedure will be followed:

- In the event of a non-negative, instant on-site drug or alcohol test result the employee will be suspended from duty on full pay until the confirmation result is received from the occupational health provider’s approved laboratory;
- In the event of a positive (failed) test being received from the OH provider’s approved laboratory the employee will remain suspended from duty on full pay until a full investigation and if appropriate (depending upon the findings of investigation) a disciplinary hearing has taken place;
- In the event of a positive (passed test), an occupational assessment may be required to check that the medication taken would not affect performance of safety critical tasks.
- When fit enough to travel, the employee will be sent home by taxi or transported by a member of staff. On no account will an employee be allowed to drive;
- In the event that an employee is found in possession of or trafficking in illegal drugs, HR will be contacted immediately and they will then inform the police.



If the individual concerned is not an employee of the Company the above procedure will be followed in the presence of a representative of the individual's own employing organisation, if possible and the individual will be excluded from the Company premises.

b. Negative test results

Following a negative test result the relevant manager will assess if the employee concerned is still fit to carry out their duties paying due regard to their emotional state following participation in any screening procedure.

7.4 Disciplinary action

Where an employee breaches the policy detailed above, or fails a drug and alcohol test, any such contravention will be dealt with under the Company's disciplinary procedure and will be viewed as a serious offence potentially leading to dismissal.

In some cases, where appropriate to do so, the offence will also be reported to the police.

In line with the Company's disciplinary rules, the following will be regarded as gross misconduct:

- Attending work and/or carrying out duties having alcohol, drugs or addictive substances in their system (unless due to medication prescribed by a medical practitioner);
- If tested for alcohol or drugs, providing a positive (failed test) result;
- Consumption of alcohol or drugs or addictive substances whilst on duty (other than where prescribed and approval has been given);
- Being in possession of drugs or addictive substances at work (unless medication prescribed by a medical doctor);
- Refusal to comply with any aspect of the drug and alcohol screening procedure, including 'for cause' and random screening, without good cause;
- Falsification of a screening test by tampering with or substituting specimens or by otherwise seeking to change or influence the results.

In these circumstances, the employee will normally be suspended from duty whilst any investigations take place.

An employee whose alcohol or drug related problem comes to light in the course of disciplinary proceedings should be aware that the admission of dependency will not result in the suspension of disciplinary action.

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either dismissal with notice or reduced disciplinary action be applied.



8. COMMUNICATION / ROLL OUT OF THE POLICY

Policy owner: Human Resources.

Implementation: This policy applies across the Tarmac Company. Launch of the policy will be via a briefing to the operational / functional management teams which will then be cascaded through to those responsible for carrying out a management function within the business.

Roll out costs: are not anticipated to extend beyond print set-up fees to change/create an appropriate pro-forma, and adoption of the printed proforma(s) in parts of the business where these are currently produced on PCs and printed on site.

Review of the policy: the content of this policy will be reviewed on a regular basis not exceeding two years (minimum) from the previous revision date.

Audit: An effective auditing and review process shall be implemented for monitoring the ongoing use of and compliance to this policy.

9. LINK TO OTHER POLICY / PROCEDURE DOCUMENTS

Other policy and procedure documents:

This Policy is supported by the following Tarmac Policies

- HR Policy– Disciplinary Procedure
- HR Policy – Attendance Policy
- Health and Safety Policy



APPENDIX A

PROCESS AND METHOD FOR DRUG AND ALCOHOL TESTING

Alcohol testing process

The test for alcohol will be a breath test conducted by an appointed collection service via the Company's occupational health service provider, using a Home Office approved electronic device. Testing will be carried out by Competent persons.

The Company applies a limit of **50 milligrams** of alcohol per 100 millilitres of blood (22 micrograms of alcohol per 100 millilitres of breath), unless specific regulations call for a lower limit. Note that this is lower than the current legal drink-drive limit in England, Wales and Northern Ireland. The reference to the 'legal drink-drive limit' is for information only and it must be understood that the limits and requirements of this policy apply to all employees, temporary workers or contractors and all of the activities they undertake, not just those driving vehicles on the public highway. See Appendix F for more information about the reasons for setting this limit.

The Company alcohol testing procedure is as follows:

- The employee, temporary worker or contractor is informed that they have been identified to be breath tested for alcohol;
- The employee, temporary worker or contractor attends a suitable location (i.e. where proceedings cannot be overheard or overlooked), where the breath- test is to be administered;
- The employee, temporary worker or contractor may be accompanied by a witness, if they wish;
- The employee, temporary worker or contractor is provided with Donor Information, which explains in detail the testing procedure;
- The employee, temporary worker or contractor is then required to confirm consent to this impending test;
- The breath test is administered according to the instructions.

If the breath test is negative i.e. Indicating a zero reading, then the individual will be free to return to work once a drug test has been completed.

If the breath test indicates a reading greater than zero, the individual is asked to wait 20 minutes when a second breath test is administered. The results of the highest reading is to be taken to be definitive.

If the highest reading is positive (i.e. indicating a reading above the Company limit) then the individual will be suspended with pay, awaiting possible disciplinary proceedings. The employee will be escorted off the premises and suitable arrangements made for them to travel home.

Employees or contractors will be advised they should not drive their own vehicle and that alternative travel arrangements can be made. If they choose to drive the vehicle then the Police will be informed.

If an individual refuses to give a breath specimen the individual is informed that such a refusal is a failure to comply with this policy and as such, may invoke the Company disciplinary procedure.



Drug testing process

Testing for the misuse of drugs depends on the collection of urine or saliva samples for analysis, which can be achieved by the use of an instant testing kit or by a Chain of Custody Procedure for laboratory analysis for preliminary screening. This is in line with the UK and European Workplace Drug testing Guidelines.

All drug testing will be conducted by an appointed collection service via the Company's occupational health service. Testing will be carried out by Competent persons specially trained in urine or saliva sample testing.

A UKAS accredited laboratory will be used for confirmation of samples.

Stages of testing are as follows:

- **Preliminary screening – for cause, reasonable suspicion, pre-placement and follow-up testing.**

The Competent Person will test the urine or saliva sample using the instant drug testing kit, testing for the most commonly misused drugs. If the sample proves to be negative then the procedure will be terminated, the sample disposed of and the result recorded as being negative. If the sample proves to be non-negative then the remainder of the sample will undergo further analysis by the approved laboratory for the group/s of drugs that the sample tested 'non-negative' for.

- **Preliminary screening and confirmation analysis - random testing.**

All samples taken during random testing will be taken under Chain of Custody Procedures.

The test method used may provide an instant result (negative or non-negative), or may require the samples to be forwarded to the Company-approved laboratory for laboratory preliminary screening. In the event of a non-negative result the sample will be further analysis for the group/s of drugs that the sample tested 'non-negative' for.

- **Confirmatory analysis – for cause, reasonable suspicion, pre-placement, follow up and random (where an instant test kit is used) testing.**

If any sample proves to be non-negative the remainder of the urine sample is divided and placed into two vials which are uniquely labelled and sealed with tamper evident seals. The two sample vials will be sent to the Company-approved laboratory for confirmatory analysis.

The Laboratory will firstly ensure that the sample vials have not been tampered with to confirm the Chain of Custody procedure has been followed. One of the sample vials is then opened for laboratory analysis. Specific methods are then used to determine the sample contents (this being Liquid Chromatography and Mass Spectrometry LCMS). These methods are used as part of the confirmatory analysis procedure.

- **Reporting of results and medical review**

All stages of the analysis are carefully monitored by the Company approved laboratory toxicologists. Once the results are known then they will be reported to the relevant Company representative.



Drug testing process

The employee, temporary worker or contractor is informed that they have been identified to be urine or saliva tested for drugs.

Urine samples:

The employee, temporary worker or contractor attends a suitable location (i.e. where proceedings cannot be overheard or overlooked), where the urine sample is to be collected. They may bring a witness if they wish.

The employee, temporary worker or contractor is provided with donor Information, which explains in detail the testing procedure.

The employee, temporary worker or contractor is then required to confirm consent to this impending test.

The urine sample is given by the donor to the Competent Person (via a special container).

If it is ascertained that adulteration or that the sample has been tampered with, then this may constitute a breach of the Company disciplinary procedure.

If an individual refuses to give a urine sample the individual is informed that such a refusal will be treated as if they had failed a drugs and alcohol test.

The sample will be tested by the Competent Person for the most common groups of drugs of misuse, using a disposable, instant drug testing kit, these drugs will be as listed in the Misuse of Drugs Act 1971, although this list is not exhaustive. In some cases when carrying out a random drug test, the sample will be sent directly to the lab for testing and will not be subject to an instant test.

If the instant testing kit result is negative the individual will then be asked to sign a record and will then be free to return to work provided a negative breath test for alcohol has also been provided.

If the instant testing kit result is non-negative then a confirmation analysis will be required (i.e. despatch of sample to the Company- approved laboratory).

During this time the individual may be suspended with pay awaiting the results.

The two sample vials will be sent to the approved laboratory for verification.

If the approved laboratory result is negative (this will normally take two to three working days from receipt at the laboratory for confirmation) then the individual will then be asked to sign a record, and will be free to return to work.

In the case of 'non-instant' random testing the process will be as defined in the policy.

If the Company approved laboratory result is positive (failed test), the individual will be suspended with pay awaiting a disciplinary Investigation. A copy of the sample result will be sent to the donor.

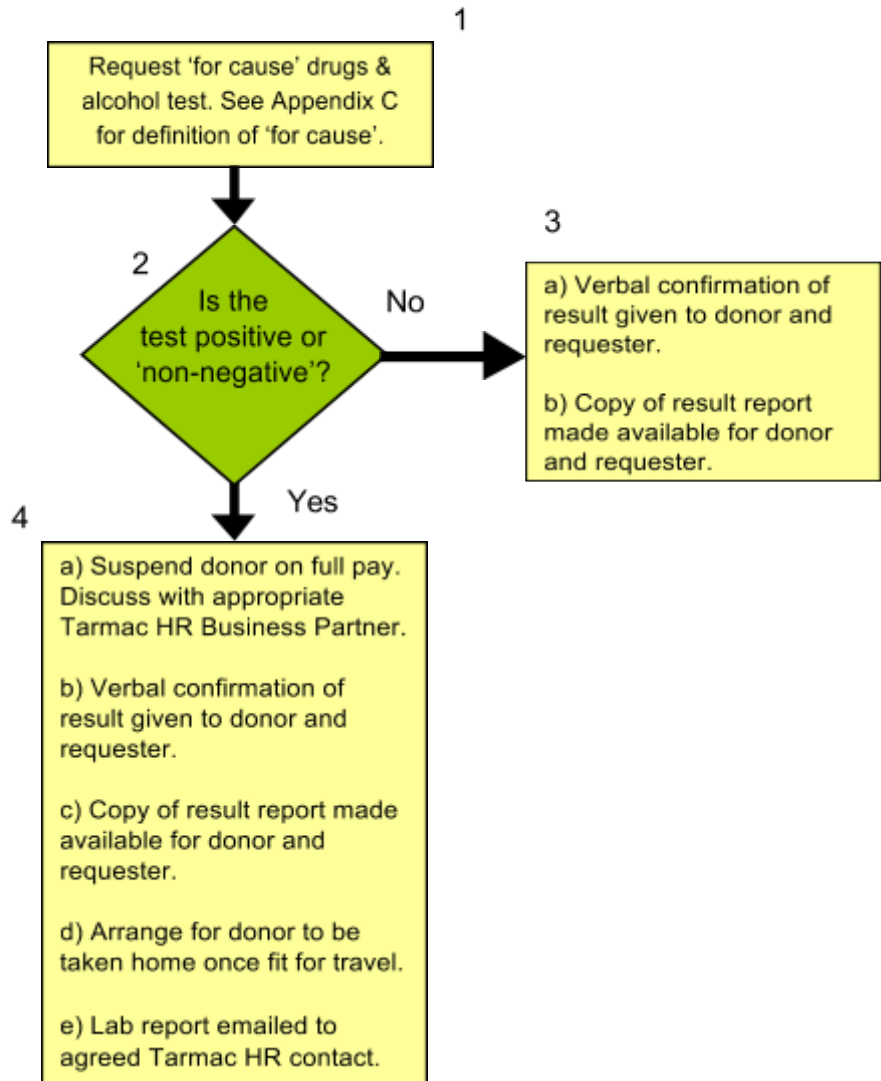
Other sampling methods:

Tarmac may choose to use a different method for drug testing than that described above, such as saliva or hair sampling. The method of sampling and testing will be compliant with the European Workplace Drug Testing Society guidelines.



APPENDIX B

'FOR CAUSE' FLOW CHART



Box no	Responsible for Action		
1	Requester	The contact number for the Drug & Alcohol sample request service (provided by Synergy Health) is: 01873 856 771 This number is staffed 24 hours a day, 365 days a year. If the line is busy, ALWAYS leave a message with your contact details and you will be called back. If for any reason you have not been called back within 20 minutes, use the emergency contact number: 07837 059 589 , or the office number: 01873 856 688 (08:00-17:30, Monday-Friday only).	Please quote these PIN when requested:
2	Synergy Health		Aggs & Asphalt = 10986
3a) & 3b)	Synergy Health		Cement & Lime = 10985
4a) & 4d)	Requester		Readymix = 10983
4b), 4c & 4e)	Synergy Health		Contracting = 10987
			TBP = 11130
			Central Functions = 10984



APPENDIX C

DEFINITION OF 'FOR CAUSE'

'For Cause' testing may be carried out following a workplace incident or accident, or when there are reasonable grounds to believe that alcohol consumption or drug use has occurred or could have had an adverse effect on health and safety.

The behaviour or appearance of an employee or other individual working on site may also trigger a test if the employee or individual is suspected of having alcohol, drugs or other addictive substances in their system.

This may be prompted by any of the following indicators (note this list is not exhaustive):

- Abnormal behaviour (e.g.: aggression, euphoria, hyperactivity or lethargy and tiredness for that person);
- Difficulty in walking normally;
- Incoherent speech;
- Smell of alcohol;
- Bruising and/or injection marks;
- Third party observations from employees, contractors, visitors etc;
- After discovery of illegal substances, drug taking paraphernalia or empty alcohol containers on Company premises.

APPENDIX D

MONITORING DONORS UNTIL THE SAMPLE COLLECTION TECHNICIAN ARRIVES

The full details should be read and understood. They can be found on the Vault in the 'Drugs and Alcohol' section here: <https://intranet.tarmac.com/toolkit/records/drugs-and-alcohol-policy/>

In summary, the donor must be taken to a room or area where they can be monitored at all times by a senior member of staff. They should be asked to refrain from going to the toilet or smoking if the collection technician is expected within 20 minutes, although if the donor insists, the request cannot be denied.



APPENDIX E

INTERPRETATION OF RESULTS

Tarmac has agreed with our Drug and Alcohol testing service provider that the results from drug and alcohol testing are clear and easy to interpret, so the person reading them can easily see if the result is a pass or a fail.

The limits used to determine whether someone has passed or failed the drugs test are agreed and recognised within the UK, Europe and internationally. The levels are not set at 'zero', but at such a level that anyone over the limit would have to have been taking the drugs intentionally, and the levels detected would be too high to reflect passive exposure or normal use of over-the-counter medicines. The alcohol limit is set at lowest drink-drive limit applied in any part of the UK (see Appendix F for more information)

There are occasions when a more in-depth interpretation of a specific test result is required. More information may be required to determine how long ago it was when someone took drugs or alcohol, how far over the limit they were, and whether they are a long-term or occasional user.

Our drug and alcohol testing service provider is able to give a professional opinion of the results in specific cases if required. Line Managers should ask their HR Business Partner to pass the request on to the nominated HR contact who will be able to get in touch with the toxicologists for this report.



APPENDIX F

SETTING A LOWER ALCOHOL LIMIT

Tarmac has set the alcohol limit at the lowest drink-drive limit that applies in the UK. Because the UK has two different drink-drive limits depending on whether you are in England, Wales, Scotland or Northern Ireland, setting the Tarmac limit at the same level as the lowest legal limit makes the requirements of this policy consistent across all Tarmac sites and locations. The lowest drink-drive limit currently set in the UK applies to Scotland, and this has been in place since December 2014. The limit is **50 milligrams** of alcohol per 100 millilitres of blood (equivalent to 22 micrograms of alcohol per 100 millilitres of breath), so this is the limit that is applied by Tarmac.

Even if you are working in England, Wales or Northern Ireland, and you are under the legal drink-drive limit for those countries (which is currently 80 milligrams of alcohol per 100 millilitres of blood), if you are tested and found to be at or over the 50 milligram limit set by Tarmac then you will fail the test and be in breach of the Tarmac Drugs and Alcohol Policy.

Please note that if specific regulations call for a lower limit for any reason, you must comply with it, and anyone found to be over the required limit will be in breach of the Tarmac Drugs and Alcohol Policy.