

EKULT GROUP LTD
DRUGS AND ALCOHOL POLICY [EG-JP-]
Issued Date: 30.09.2016



Introduction

It is the Company's policy to ensure that the health, safety and welfare of those at work, or others who may be affected by the Company's activities, are not jeopardised by the use and effects of alcohol, controlled / illegal drugs and substances. All employees, contractors, agency personnel and sub-contractors must report to work in a fit state and maintain that state throughout their working day.

Deemed as on duty

- ❖ During normal working times and days
- ❖ Whilst driving company vehicles, hire vehicles or fleet
- ❖ Whilst operating mobile plant, equipment or tool.
- ❖ Whilst on company premises and temporary locations, including driving or travelling on company business.
- ❖ When working for and on behalf of the Company outside of normal working hours at other locations, temporary locations or at home.
- ❖ Whilst being on call or standby.
- ❖ During any offshore / in-shore work activities or marine transfers.

Definition

Alcohol

The Road Traffic Act 1988 indicates that drivers of road vehicles must not be under the influence of alcohol while driving, attempting to drive or when they are in charge of a vehicle.

A "prescribed" maximum limit for alcohol consumption in England, Wales and Northern Ireland is 80mg of alcohol per 100mls of blood, which is equivalent to 35 mg of alcohol in 100 mls of breath.

A "prescribed" maximum limit for alcohol consumption in Scotland is 50mg of alcohol per 100mls of blood, which is equivalent to 22 mg of alcohol in 100 mls of breath. These limits shall not be exceeded whilst on duty

Drugs

The Company operates a zero-tolerance culture in relation to illegal drugs inside or outside of the work place.

The use of illegal drugs is a criminal offence. Therefore, employees, contractors, agency personnel and sub-contractors must not use or be in possession of illegal drugs whilst on duty, whilst in any company premises or temporary location (e.g. Construction Sites / offshore) or whilst carrying out any work activity on behalf of the Company, its contractors or sub-contractors.

EKULT GROUP

www.ekultgroup.global

EKULT GROUP LTD
DRUGS AND ALCOHOL POLICY [EG-JP-]
Issued Date: 30.09.2016



Prescribed and non-prescribed medication

It is recognised that individuals may be required to take prescribed and /or non-prescribed medication during working hours. It is the responsibility of the employee / contractor to ensure that the employer via their direct line manager, is immediately informed and regularly updated with regard to the use of prescribed medication / drugs which may have an adverse effect on:

- ❖ The health, safety and performance of the individual;
- ❖ The health and safety of others in the workplace
- ❖ The operation or use of vehicles, plant, tools or equipment.

The line manager must assess any risks to health and safety arising from the use of the medication, and from the medical condition for which it is prescribed, taking advice via The Company's Human Resources / HR business partner and / or occupational health provider as appropriate. Employees, contractors, agency personnel and sub-contractors must not be allowed to carry out any duty or work activity which may have a direct impact upon the health and safety of the employees and of others and whose safe performance may be impaired by the taking of necessary medication.

Responsibilities

The overall responsibility for the implementation of this Policy is the Company Managing Director, Management Team and Line Management. Line Management will ensure that this policy is implemented; maintained and remains effective within each of the business areas. Line managers must be aware of, and monitor changes in: work performance, attendance, sickness and accident patterns of their staff and take appropriate disciplinary action, where necessary. All company employees, contractors, agency personnel and sub-contractors shall comply with the requirements of this policy.

Alcohol and Drugs Testing

Arrangements have been made with a UK service provider to carry out alcohol and drugs testing on behalf of the company. The levels of drugs and alcohol that will trigger a negative result are set based on details provided by our clients or the recommendation of our chosen service provider. This is in order to meet the standards in a particular industry and accordingly. The company reserves the right to review and modify these limits as needs and requirements change. The test that is to be employed in support of these arrangements is a urine test; therefore, any prescription / over the counter medication will need to be identified prior to the test to ensure that they are fully considered as part of the test results.

If an employee refuses to be tested this will be deemed as having a positive test result.

The following identifies the requirements for each test:

- ❖ Donor identified
- ❖ The test requires a private / controlled location for the test to be carried out.
- ❖ Prescription / over the counter medication should be declared to the person in charge of the test.
- ❖ Each test will take approx 15 minutes.
- ❖ Checks are made to ensure that the donor has been informed, understood the procedure and consents to the test.
- ❖ Collect the sample using provided test and collection equipment.

EKULT GROUP LTD
DRUGS AND ALCOHOL POLICY [EG-JP-]
Issued Date: 30.09.2016



Once the test has been completed and the samples obtained, the following will apply:

- ❖ The test sample is to be split so that a portion of the sample may be kept for further testing were required.
- ❖ All three samples are sealed and labelled
- ❖ A declaration by the collection officer of the date and time of the test is made and recorded.
- ❖ A record is made of each time a sample changes hands (*Forensic custody*)
- ❖ The test samples are securely transported to test laboratories for analysis
- ❖ Testing is carried out.
- ❖ Pass / Fail Test results are communicated to the company
- ❖ Test failures are subject to a re-test using the second sample.
- ❖ Second Test failures are referred to HR.
- ❖ Test certificate issued, for Pass results.
- ❖ If there are any disputes regarding results, then the third sample can be either retested by the holding laboratory or obtained to be verified by another laboratory of the employees preference.

Certificates and Test Records

Following individual testing, completion certificates are issued to the company by the service provider. A copy of the certificate is sent to the person completing the test. Each test record has a validity period of two years. Prior to expiry a new test must be arranged and undertaken by the individual, supported by line management. Each individual must keep and maintain the copy of the certificate, as they may / will be required to produce a valid test certificate prior to access and carrying out work activities on the client site locations. Under the Data Protection Act the company can only send certificates to the individual whose name appears on the certificate and not to anyone else unless the individual requests, in writing, for it to be sent to someone else

Disciplinary

Alcohol, illegal substances and prescription / non-prescription medication use may affect the safety, health and performance of the individual. Line Managers must take this into account when assessing fitness of employees to be set to work, commence or continue with their work activities. Alcohol, illegal drug use and substance abuse may have an adverse psychological or physical effect which can not only impair employees' health and performance, but can also create unsafe working conditions. Should a manager or a supervisor suspect that any employee or contractor has a potential problem with alcohol drug use or substance abuse then appropriate action should be taken. This could also include dialogue if requested by the individual or initiating a drug and alcohol test for the individual. In all cases, any employee or contractor who misuses or whose performance is impaired by alcohol and/or drugs whilst on company business or premises is subject to disciplinary procedures.



Construction | Engineering | Highways | Cleaning | Special Projects
" A VISION FOR A BETTER FUTURE "