



# Drugs and Alcohol Policy

Doctore On Track Training Services Ltd has implemented this Drugs and Alcohol policy statement to ensure that the performance of all safety critical personnel is not adversely affected by either drugs or alcohol. All personnel under the Company control are prohibited from misusing either drugs or alcohol; this means personnel are not permitted to:

- Consume alcohol or any controlled substance whilst on duty;
- Report for duty under the influence of alcohol and drugs; the Company operates a Zero level tolerance to alcohol and drugs
- Consume any controlled substances which includes as a minimum the following drugs or drug groups – amphetamines (speed), cocaine, cannabis, mdma (ecstasy), methadone, benzodiazepines (valium), opiates etc.
- Consume substances which are legal in themselves but are subject to misuse i.e. glue, solvents etc.
- Report for duty under the influence of medicines obtained, with or without prescription, which can affect performance at work e.g. sleeping pills, anti-depressants, some antihistamines for hay fever, some medicines for cough, cold, flu and indigestion
- Purchase alcohol whilst wearing any item of branded company clothing
- Purchase alcohol whilst on duty
- Be in possession of controlled drugs within the workplace

All personnel are required to disclose to their Line Manager:

- They are fit to work prior to booking on for duty
- Their actual or suspected consumption of any illicit drug or prescription drug
- Any person whom they know or suspect of consuming any illicit drug or prescription drug

Disclosures (both personal and third party) will be treated in the strictest confidence. Any person volunteering information on their own accord regarding the misuse of drugs and alcohol will be offered support and encouraged to contact and/or be referred to an organisation which can offer advice, counselling and further treatment.

When being prescribed medication, relevant personnel shall notify their Doctor of the nature of activities they are engaged in. All personnel shall ensure their Line Manager is immediately notified of any prescribed or 'over the counter' medication being taken that may affect or impair their performance.

All personnel working on Network Rail Managed Infrastructure (NRMI) are liable to Drugs and Alcohol Screening to be undertaken by a RISQS approved drugs and alcohol screening company, nominated by the Company, to ensure they are free from the influence of any drug or alcohol. All applicable personnel must submit to such screening in the following circumstances:

- Pre-Employment: prior to employment where an individual's medical and D&A profile is not in date.



- Unannounced Random: whenever required at unspecified intervals and with no prior notice or warning;
- For Cause: as required and directed when there is reasonable cause or concern that an individual is not compliant with the stipulated requirements for Drugs and Alcohol or if an individual is involved in an accident, incident or near miss. Under the provisions of the Transport and Works Act 1992 any positive “for cause” screening will be binding but any person returning a negative result must submit to further “for cause” screening undertaken by a medical practitioner nominated by the Company to verify the negative result obtained.

Unannounced random testing shall be carried out within a period of 12 months of the last RISQS audit.

Refusal to submit to Drugs and Alcohol Screening will be regarded as providing a positive result and will be reported to Sentinel resulting in the withdrawal of an individual’s Sentinel Card rendering them ineligible for work on the Infrastructure(s).

The results of all Drug and alcohol Screening will be recorded directly on the sentinel system and can be viewed online by the individual. Individual appeals regarding a decision shall only be held in accordance with 5.7 of Sentinel Scheme Rules, when a Sentinel Scheme Outcome has been applied and only where new information or mitigating circumstances that were not available at the Formal Review stage, are submitted.

Other personnel in contravention of this policy shall be subject to appropriate disciplinary action.

If any personnel has concerns, they may be developing a habit/problem (eg alcohol and/or drugs) then they could disclose in this confidence with the Training Centre Manager as soon as possible to assess and source expert help.

This policy shall be reviewed on an annual basis.

Signed

Managing Director  
31<sup>st</sup> December 2024