

# Drugs and Alcohol Policy

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Admiral Scaffolding Group has adopted the Alcohol and Drugs Policy as follows: -

All employees should be aware that while working on Admiral Scaffolding Sites, it is compulsory for them to be free from the effects of Alcohol and Drugs.

Employees should therefore:

- Not present themselves for work if they are unfit, due to alcohol or drugs.
- Not present themselves for work if they have just consumed or taken drink or drugs.
- Not be in possession of drink or drugs in the workplace (including the van).
- Not consume or take drink or drugs whilst at work

If employees are on prescribed medication or are taking medicines that may make them drowsy, e.g. cold cures, Solpadine, they should advise their Doctor and seek alternatives AND report the fact to the Director.

If employees are considered unfit for work, then we have a legal duty to test their blood, urine or breathe for drink or drugs. For the purpose of this policy an unfit state through consumption of alcohol is defined as detection by testing of:

- More than 29 milligrammes per 100ml of blood;
- More than 13 microgrammes of alcohol in 100ml of breath; or
- More than 39 milligrammes of alcohol in 100ml of urine.

This is known as a 'positive result' of an alcohol test. Any traces of illegal drugs, such as Cannabis, Cocaine, Amphetamines, Barbiturates, Methadone's etc. found will be deemed a positive test result.

If proved positive the individual will be removed and they will be immediately suspended, removed from the Contract and possibly the Company.

Admiral are not looking to victimise employees who admit to having a drink or drug related problem, and who approach the Company for help and are prepared to undergo an agreed form of treatment.

We offer to assist any employee who voluntarily declares an alcohol or drug related problem. This will provide both

confidential support and guidance to employees and their families. If you have or think that you may be developing an alcohol or drug related problem then you must advise the Director immediately so that the help procedures can be applied. Disclosure or discovery of a problem prompted by a positive test result or an impending test is not acceptable.

All employees are strongly advised to drink in moderation during the week and preferably leave 12 hours before commencing a shift. Don't forget to take into account any on-call, weekend or night shift work.

Unannounced drug & alcohol testing will be carried out annually on a random selection of staff and operatives and our sub-contractors on a no-notice basis.

All new employees and those existing employees who wish to start work on Network Rail Controlled Infrastructure will be required to undertake full screening for drugs and alcohol before employment and Admiral will not knowingly employ people who are recreational or habitual users of drugs.

For-cause screening will be carried out with no notice if there are reasonable grounds for someone to be suspected of being under the influence of alcohol or drugs or if their behaviour prompts it or if there has been an incident or accident in the work area. If laboratory analysis reveals the presence of prohibited substances consistent with a therapeutic dosage of undeclared medication the donor will be interviewed to establish the reason for non-declaration. If the Medical Officer is satisfied a 'negative' result may be given. If not satisfied this will be recorded as a No Result and the donor must be re-tested immediately and will not be allowed to work on NRCI until a negative (pass) result is achieved. Many Clients that we work for also has a policy of unannounced screening for which no notice will be given, Admiral will abide by their policies on D&A testing.

A refusal to undertake any of the above tests would be deemed to be a positive result resulting in the same disciplinary action as if tested positive. If you fail to turn up for an arranged test without good reason accepted by the Director, you will be considered as having refused the test.

This policy will be reviewed annually, but Admiral will continually endeavour to improve our practices.

Signature of person responsible for policy:-

A handwritten signature in black ink, appearing to be 'Terry Withers', written in a cursive style.

Mr. Terry Withers  
Managing Director  
Date: July 2021

Reviewed: July 2021  
Next Review: July 2022