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**DRUGS & ALCOHOL POLICY****June 2016**

DPSS Cabling Services are specialists in Design Solutions, Install, Test & Commission of Electrical and Communication Systems, Mechanical and Electrical and associated works.

DPSS have recognised the need for drug and alcohol policy, which applies to all employees irrespective of status. Its objective is to ensure employees receive information on sensible drinking and drug awareness. The aim is to encourage those with drug or alcohol-related problems to seek the support of medical advice and counselling by an outside agency.

The aim of this policy is to advise staff and communicate DPSS commitment to monitoring Drugs and Alcohol within the company.

**Information**

This policy will be communicated to all staff along with subsequent revisions. Information on sensible drinking and drug awareness will be provided and repeated periodically.

**The aim of the policy is to:****Alcohol**

- Ensure that personnel, contractors and sub-contractors do not report for work under the influence of alcohol.
- Ensure that personnel, contractors and sub-contractors do not consume alcohol whilst on duty or during breaks in the working day/night.
- Ensure that personnel, contractors and sub-contractors do not consume or possess alcohol on LU, Network Rail or any client's operational premises.
- Ensure that personnel, contractors and sub-contractors do not consume or possess alcohol whilst in charge of a DPSS vehicle.

**Drugs**

- Make personnel aware that to report for work having taken illicit drugs will result in immediate removal from site and could potentially lead to instant dismissal.
- Make personnel aware that to use, possess, consume, store or sell illicit drugs on DPSS or DPSS client premises will result in removal from site and potentially instant dismissal.
- Make personnel aware that work performance and safety can be impaired by the taking of drugs, including those medically prescribed or available without a prescription.
- DPSS will actively endeavour to identify employees whose performance is impaired by drugs and encourage/support them to seek professional help.

**General**

- Encourage an employee with stress related problems to come forward and seek help.
- Promote the health and well being of employees and to minimise problems at work arising from drug and alcohol abuse.

**IT IS A CRIMINAL OFFENCE TO BE UNFIT THROUGH DRUGS OR ALCOHOL DPSS HAVE A ZERO TOLERANCE APPROACH TO ANY MISUSE, WHICH WE MONITOR WITH REGULAR DRUG AND ALCOHOL TESTING AND STRICT DISCIPLINARY ACTION.**

**Limits:-**

- More than 29 milligrams alcohol per 100ml blood, or
- More than 13 micrograms of alcohol in 100ml of breath, or
- More than 39 milligrams of alcohol in 100ml of urine
- Zero tolerance on the misuse of drugs and alcohol by employees
- Illegal drugs and other drugs of abuse are completely banned. (Drugs of abuse include all illegal drugs as well as prescription medication that is used improperly).

**Testing:-**

- Drug and alcohol testing takes place at routine (age related) medicals
- All employees/sub-contractors engaged under a contract of work for or on behalf of Network Rail are subject to drug and alcohol testing
- All employees are required to undergo screening for drugs and alcohol if they are classified as safety critical when engaged under a contract of work for or on behalf of LUL
- All employees are required to co-operate fully with unannounced drugs screening arrangements
- Any employee may be required to undergo drug and alcohol testing if he/she is:-
  - Involved in an accident or serious incident at work, or
  - Appears to be unfit through drugs or alcohol
- New employees must complete a personal declaration on drug and alcohol use
- New entrants to posts will undergo drug and alcohol testing

**YOU MUST NOT:-**

- Start work if you have consumed alcohol in the previous 8 hours
- Come to work in an unfit state as a result of consuming alcohol or taking any drug (including prescription)
- Possess or supply any illegal drug or other drug or abuse in the workplace or while at work
- Consume alcohol or take any illegal drug or other drug of abuse in the workplace or while at work
- Discontinue an agreed course of treatment for a drugs or alcohol related problem without good reason
- If you are not at work and are called in unexpectedly, you should not go if you have recently consumed alcohol – YOU ARE NOT EXEMPT from this Drugs and Alcohol Policy.

**REMEMBER:- YOU ARE RESPONSIBLE FOR THE AMOUNT OF ALCOHOL IN YOUR BODY****YOU MUST:-**

- Agree to take a drugs and alcohol test if asked
- Tell your manager about any drug or alcohol-related problem you have or think you may be developing
- Tell your supervisor, manager or HR manager about any prescription or over the counter medication you are taking which could affect your ability to work safely
- You should tell your doctor, dentist or pharmacist about your work and this policy when being prescribed or buying medication

**FAILURE TO COMPLY IS A BREACH OF THE POLICY AND WILL NORMALLY RESULT IN DISCIPLINARY ACTION BEING TAKEN AGAINST YOU**

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**In addition workers carrying out safety critical work must not:-**

- Purchase alcohol whilst on duty and subsequently store it on LU/Network Rail or any client's operational premises.
- Consume alcohol prior to coming on duty or during breaks in the working day, including meal breaks spend outside of LU/Network or any client's premises.
- Consume alcohol if they are on call and may be required to report for duty.



D.A. Oates  
**Managing Director**