



ALCOHOL AND DRUGS POLICY STATEMENT

This Alcohol and Drugs Policy Statement is applicable to all employees, subcontractors, contractor's or any other person's working at or visiting the Company's premises or sites. The Company shall take reasonable steps to ensure that all relevant persons are made aware of this Policy Statement.

Sword Construction UK Ltd recognises its responsibility not to allow employees, sub-contractors, contractors or any other person's working under our control, who are under the influence of alcohol or drugs on construction sites and/or the Network Rail infrastructure.

To address this responsibility, the Company requires that no employee, sponsored individual, sub-contractor, contractor or their employees will report for work or attempt to report for work whilst:

- In an unfit state through drugs and/or alcohol or be in the possession or supply of alcohol or drugs at work and/or on the Network Rail Managed Infrastructure.
- Under the influence of medication which may affect the safety of themselves or others.

Control measures to implement this policy statement are in place, namely:

- Documented policy and procedures relating to Drugs & Alcohol
- Alcohol & Drug screening carried out as a matter of routine
 - At pre-employment on the Network Rail Managed Infrastructure
 - When an employee transfers to a post which requires qualification in PTS
 - Unannounced a minimum of 5% of relevant personnel annually.
 - For Cause following an incident or accident or as a result of a credible tip off
- Review of the Alcohol and Drugs Policy for adequacy at a minimum annually
- Notify all relevant authorities, including Network Rail of any positive results
- Require all personnel to notify their Supervisor/Site Manager when taking medicine which may affect their work.

The Company operates a Drug & Alcohol policy which meets the requirements of the current Network Rail Group and Company standards and any persons working on a Network Rail site must also comply with the Network Rail Alcohol & Drug policy.

Signed

A handwritten signature in black ink, appearing to read "Ian D Sword".

Ian D Sword
Managing Director

Date: 6th July 2020