



## ALCOHOL AND DRUGS POLICY STATEMENT

This Alcohol and Drugs Policy Statement is applicable to all employees of Sword Construction UK Ltd.

All subcontractors, contractors, or any other person's working at the Company's premises or sites must adhere to this policy.

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 in an unfit state due to 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:

- Unfit due to drugs and/or alcohol or be in the possession or supply of alcohol or drugs at their workplace including on the Network Rail Managed Infrastructure.
- In an unfit state through 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
  - Random/Unannounced, a minimum of 20% of relevant personnel annually.
  - For Cause following an incident or accident or where the behaviour of an individual gives cause to suspect that they are unfit due to drug or alcohol misuse.
- 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 any Network Rail Alcohol & Drug policy.

Signed   
**Anil Patel**  
Managing Director

Date: 03 March 2023