



TNS CONTRACTORS LTD

POLICY DOCUMENT

Drugs and Alcohol

TNS CONTRACTORS LTD has a zero-tolerance policy on the misuse of alcohol or drugs by all employees. This is based on the safety risks and on our obligations under the Transport and Works Act 1992. The policy sets strict limits and any individual in any part of the business, no matter what sort of work they do, found to be under the influence of alcohol or drugs while at work will be subject to disciplinary action. Normally this results in summary dismissal. The policy covers over-the-counter and prescription medication as well as illegal drugs. If an individual voluntarily declares that they have an alcohol or drugs-related problem, our 'Managing for Health' policy and procedure come into play.

Our testing programmes

All TNS CONTRACTORS LTD employees and sub-contractors are potentially subject to alcohol and drug testing:

- alcohol and drugs testing take place at routine and age-related medicals
- any employee may be required to undergo alcohol and drug testing if they are involved in a serious accident or incident at work, or appear to be unfit through alcohol or drugs
- new employees must complete a declaration on alcohol and drug use

Employees who refuse to undergo such tests will be subject to disciplinary action, which may include dismissal.

How we carry out tests

Testing for alcohol and drugs is undertaken by breath test and collection of a urine sample through a strict chain of custody procedure. Tests are carried out by an approved external testing supplier either on site or at our external supplier clinics. Arrangements are in place for a speedy result to drug and alcohol testing in cases of 'for cause' testing. This service provides a test result within 12 to 24 hours, 7 days a week, 365 days a year. Until the test result is known the employee needs to be stood down from work. The result will either be that the sample is "negative" or that the sample "requires further analysis". A result of "negative" allows a return to work. A result of "requires further testing" does not allow a return to work. A result of "requires further analysis" will result in the sample being subjected to further detailed analysis and a final result may not be available for up to 10 working days. Results of tests are notified to the appropriate line manager/supervisor and HR contact.

What should you do if you suspect someone is under the influence of alcohol or drugs?

If you suspect someone is under the influence of alcohol or drugs at work you should report this to their supervisor/line manager immediately. If you are a line manager and the individual in question is one of your employees, you should contact Head Office to arrange a test.



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Our limit on alcohol is much lower than the drink-drive limit:

the drink-drive limit is 80mg of alcohol per 100ml of blood

TNS CONTRACTORS LTD blood alcohol limit is 29mg per 100ml of blood – more than two thirds less.

Over-the-counter and prescribed medication

The Drugs and Alcohol policy covers legal as well as illegal drugs. Employees taking over-the-counter or prescription medication must therefore advise their supervisor/line manager. Appropriate action can then be taken to check that the individual is safe to work and working in a safe environment. TNS CONTRACTORS LTD occupational health provider has an easy to use website where employees can look up any medication they are taking. This contains instructions on any specific actions required by the employee and line manager along with a self-medication form which should be completed and submitted on-line.

If the medication is not listed on the website then a help line number is available where a qualified pharmacist / doctor will advise.

Samuel Rayner

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Director – TNS CONTRACTORS LTD

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