

## *Drug & Alcohol Policy*

Haden Young is committed to providing a safe, healthy and secure environment for all its employees and for those affected by its operations and activities. It recognises the inherent risks associated with drug use, alcohol abuse, and abuse or misuse of other substances e.g. solvents. This policy is designed to eliminate these risks from workplaces and their surrounding environments.

The policy applies to all direct employees, agency and sub-contract employees whilst at their workplace and visitors to company premises or workplaces.

Employees must always be in a fit state to carry out their duties when at work. They must not possess, consume or be under the influence of alcohol or other impairing substances.

Anyone taking prescribed drugs must consult their doctor on the risk of the drug affecting their fitness to work before reporting for duty. Where a risk is identified they must report this to their supervisor before commencement of work and a risk assessment must be carried out.

Anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs legal or illegal will be immediately removed from the workplace.

The Company will carry out screening for alcohol and drugs. Testing may be carried out on reasonable suspicion or following an accident or incident. The Company also reserves the right to introduce random testing where it is considered appropriate.

The disciplinary process will be invoked in respect of the list below in the case of direct employees and may lead to summary dismissal.

- Anyone removed from a workplace due to impairment caused by substance abuse, drugs or alcohol consumption
- Anyone testing positive for illegal drugs.
- Anyone found in testing to have an alcohol level of 80 milligrams or above in 100 millilitres of blood (or equivalent in urine or breath samples). This limit is the one used for driving on the public road. It is intended to allow for a small residual effect and not to condone consuming alcohol during the working day.
- Anyone refusing to undertake a screening test for alcohol or drugs.
- Anyone found supplying illegal drugs in any company workplace.

Projects being undertaken under the Transport and Works Act have a lower alcohol limit. Employees will be notified of this on appointment to the project and will be subject to the BB Rail Alcohol and Drugs Policy. Where there is a client requirement work under another more strict policy employees will be notified of the requirement to conform to that policy.

The Company will treat any requests for assistance from any employee who volunteers the information that they have a drink or drug related problem sympathetically. A request of this nature will not be accepted subsequent to or immediately prior to testing for alcohol and drugs. During any regime of treatment the individual would remain subject to the requirements of this policy whilst at work.

This policy will be notified to sub-contractor and agency firms and it will be a condition of their contract with the Company that this policy applies to anyone they send to work in a company workplace. In the event of any of their employees being found in breach of any of the requirements of this policy they will be permanently excluded from all company workplaces.

Visitors to company workplaces should be notified of the requirements of this policy.