

Alcohol and Drugs Testing Policy

**Starfish 9 Ltd. Alcohol & Drugs Testing
Policy 2021 - Issue 2**

(Last Review Jan 2021 - Next Planned Review Jan 2022)

Alcohol and Drugs Testing

What this policy covers

This policy applies to employees, workers and contractors.

Due to the nature of your work, the Company may require you to undergo testing for the presence of alcohol and/or drugs. This policy sets out the circumstances in which this might happen and the procedure that the Company will follow.

Your responsibilities

You may be required to undergo testing for alcohol or illegal drugs in certain circumstances. Testing may be undertaken in the following circumstances:

- When there are reasonable grounds for believing that you are intoxicated or under the influence of drugs
- When you have been involved in any incident, injury or accident
- On a random basis for all employees who work in safety-critical roles (as defined below)
- When you are participating in follow-up monitoring or a rehabilitation programme, you may be required to take a test, without notice, to verify your continued abstinence from alcohol or drugs
- Prior to joining the Company; confirmation of employment is conditional on a negative test result
- If you work on third-party sites that are subject to drugs and alcohol testing. In the event there are differences between the third party's and the Company's policy, the more stringent policy will apply

Following random screening, those screened shall be allowed to continue to work as normal while awaiting their results, unless of course there are reasonable grounds to suspect they may be unfit for duty.

Employees subject to for-cause screening shall be suspended from any on-track / safety critical duties until such time as a 'pass' (negative) result has been confirmed.

All records of alcohol and drug screening shall be kept in employee files for future reference and audit purposes.

In so doing, those screened shall also receive a copy for their own information and future reference purposes.

Additional and separate records of unannounced screening shall be kept to demonstrate and validate the required 5% unannounced screening of sponsored employees. In instances where for whatever reason the numbers of employees sponsored over this period varies, the number of records kept shall correlate to these levels and they shall in turn provide demonstrable evidence of compliance.

Safety-critical roles

Safety-critical roles are identified through risk assessment and involve activities in which, due to risks to the individual or others, the person carrying out that role needs to have full and uninhibited control of their mental and physical capabilities. Examples of these types of roles can include any of the following:

- Regular driving of vehicles for business purposes
- Working on, or in the vicinity of, the electrical and mechanical systems
- Working at height or in confined spaces
- Working with any electrical or mechanical plant and equipment
- Entering customers' homes
- Working on or around the highway or in high-risk areas for personal safety
- Entering premises not under the control of the Company, or
- Any other roles defined by the Company

Procedure

Alcohol and drugs testing will be carried out only by qualified and competent personnel who will use accepted and reliable methods and ensure that tests are carried out with the least possible intrusion into your privacy. All possible measures will be put in place to ensure confidentiality of test results, and checks will take place to avoid any false results.

In circumstances in which you refuse to undergo a test, or in which you fail a drug or alcohol test administered by the Company, client or third party, this will normally be treated as gross misconduct and may result in dismissal without notice.

Name: John Jessimer

Signed: 

Position: Managing Director

Date: 7 January 2021

