

Aims

Deploy Recruitment Group (including Deploy Limited and Deploy Projects Limited – hereafter referred to as 'The Company') recognises that for a range of reasons, individuals can and do misuse drugs and alcohol and that this represents a problem for the individual and the business.

The effects of drug and alcohol misuse range from absenteeism, low productivity and increased disciplinary action to injury in the workplace. This policy has, therefore, been adopted to protect all employees and the business and to offer appropriate help and support to the individuals concerned.

The further aim of this policy is to achieve compliance with the following standards so that the risks posed by the misuse (or side effects of the legitimate use) of Drugs (including medication, both prescribed and 'over the counter') or Alcohol are removed or reduced:

- Network Rail Standard NR/L2/OHS/00120 – Drugs, Alcohol and Substance Misuse in the Workplace
- London Underground Standard S1257 – Drugs at Work
- London Underground Standard S1251 – Alcohol at Work
- Railway Group Standard RIS-8070-TOM – Drugs and Alcohol
- Transport and Works Act 1992, part 2, section 27
- RISQS

Scope

The policy applies to all workers and employees, from senior managers to temporary workers.

Responsibility

The Company encourages all staff to take responsibility for awareness of the problems, but ultimately, responsibility for the operation of this policy lies with the Director.

Definitions

Alcohol misuse is defined as the consumption of alcohol during working hours or attending work under the influence of alcohol.

Drug misuse refers to the use of illegal substances and the misuse of prescribed drugs and other substances, such as solvents.

During working hours, including breaks and the commute to and from work.

1 Drug and Alcohol Limits

The Company has adopted the principles of the above-mentioned standards, and employees should, therefore:

- Not present themselves for work if they are unfit due to alcohol or drugs
- Not present themselves for work if they have just consumed or taken alcohol or drugs
- Not be in possession of drink or drugs in the workplace (including the van)
- Not consume or take drugs or alcohol whilst at work

For this policy, an unfit state through consumption of alcohol is defined as detection by clinical testing of:

- More than 29 milligrams per 100ml of blood.
- More than 13 micrograms of alcohol in 100ml of breath or
- More than 39 milligrams of alcohol in 100ml of urine

For this policy, an unfit state shall be any trace of the following drugs through clinical testing:

- Amphetamines
- Cocaine
- Benzodiazepines
- Opiates
- Methadone (EDDP)
- Cannabis
- Propoxyphene
- MDMA (ecstasy)
- LSD (LU Only)
- Tramadol
- Ketamine

Exceedance of the above levels or detection of the included substances shall be known as a 'positive test result'

2 Prescribed and Over-the-Counter Medication

Prescribed medication (i.e. by a doctor, hospital or dentist) may contain substances found on the above list of drugs. As such, employees must declare this medication to the collection officer at the time of testing and before beginning any medication to the Company Sentinel Co-ordinator or Manager.

Should an employee declare a medication, a confirmation of fitness to work (medication review) will be obtained from a RISQS-approved Occupational Healthcare Provider to ascertain if the medication itself poses a risk. Details will be stored in personnel files, and recommendations will be followed (such as seeking alternative medication or arranging that the individual is not permitted to work alone for the course of medication).

Further clarification may be needed regarding the condition the medication is intended for, but that falls outside the scope of this policy.

It is the individual's responsibility to declare any course of medication.

Note: Prior declaration of alcohol consumption to a collection officer shall not be accepted

3 Testing Regimes

Testing will only be conducted with the explicit, informed consent of the individual. All results will be treated as sensitive personal data, stored securely, and only shared with authorised personnel in accordance with GDPR 2018.

The company has in place several regimes/programs for the testing of Drugs and Alcohol, as follows:

'For Cause' Drug and Alcohol Testing

- a. If an individual is suspected of being unfit for work because of alcohol or drugs, for example, attempting to report for work when:
- Speech is slurred or incoherent
 - The smell of alcohol is present on their breath
 - Shaking or tremors
 - Bloodshot eyes or pupils larger or smaller than usual
 - Loss of concentration or confusion
 - Obvious changes in normal character or behaviour

Note: this list is not exhaustive, and symptoms could be caused by other factors such as fatigue, cold/flu/illness and the deaccession of site management is advised

- b. If an individual has been involved in an accident, incident, near miss or other such serious incident which resulted in or had a high potential to have caused such things as;
- death,
 - major injury,
 - the safety of the line is affected,
 - derailment,
 - obstruction of open lines,
 - possession irregularity (such as plant left on the line after handing back),
 - collision of on-track plant/equipment or road traffic at level crossings
 - points run-through,
 - breakdown or miscommunication resulting in line safety being affected,

Note: this is not an exhaustive list, and other circumstances may require a 'for cause' test to be arranged where the effects of alcohol or drugs need to be ruled out as an influencing factor. Those tested need not be everyone on site and should only be those whose actions had the potential to directly contribute to what occurred. On-site management should use their discretion to ensure that the correct individuals are tested, given the available information at the time.

Any individual who has been subject to a for-cause screening shall be stood down from work until a negative result can be confirmed.

Random/Unannounced Drug and Alcohol Testing

To ensure that our workforce is free from alcohol and drugs, periodic unannounced screenings will be organised. A minimum of 20% of all sponsored staff will be tested annually per current RISQS requirements. The Rail Operations Manager will be responsible for candidate selection. They shall endeavour to test as wide a group of staff as possible to ensure repeated testing is kept to a minimum. The reporting period shall run from October 1st to September 30th.

If no grounds exist to suspect an individual is unfit for work, they may return to work immediately following an unannounced/random test.

Pre-Sponsorship Drug and Alcohol Testing

Individuals who already have a Sentinel record, who hold PTS and who are required to be Primary sponsored to conduct work on behalf of the company shall undergo a pre-sponsorship drug and alcohol test unless they have passed a test within 12 weeks of sponsorship.

If an individual without a Sentinel record is required to hold PTS, a pre-sponsorship test must be completed before any training can take place.

4 Breaches of Policy and Disciplinary Action

The following circumstances shall constitute a breach of this policy:

- Reporting for duty having recently consumed alcohol
- Testing positive for drugs or alcohol (as per section 1 of this policy)
- Refusal to provide a sample for analysis when properly directed to do so, failure to provide will be classed as a positive test result
- Leave the site while awaiting a sample to be collected; failure to provide will be classed as a positive test result

If a candidate fails a drug and alcohol test (or refuses to take the test as specified above), the RISQS-approved occupational health provider will log the result in the Sentinel system, and the individual will be suspended for a minimum of five years. As such, no further shifts requiring sponsorship will be offered to that individual.

The failure of a screening will be classed as gross misconduct and will result in immediate dismissal from the company. If an individual wishes to appeal the disciplinary action imposed following a positive test result, they should follow the company's disciplinary procedure.

Individuals have the right to appeal a positive test result and request independent analysis of Sample B at a UKAS-accredited laboratory. It would be the individual's responsibility to appeal against the result of a Drug and Alcohol screening if they felt the result was incorrect.

5 Rehabilitation and Prevention

Should an individual wish to return to work following a suspension due to a failed drug and alcohol (D&A) test, this application will be considered. However, the individual will be subject to an enhanced random screening program and also undergo rehabilitation treatment.

The Company are not looking to victimise employees who admit to having a drink or drug-related problem, and who approach the Company for help and are prepared to undergo an agreed form of treatment. We offer to assist any employee who voluntarily declares an alcohol or drug-related problem. This will provide both confidential support and guidance to employees and their families.



Paul Smith, Managing Director
12TH January 2026