

1 DRUG AND ALCOHOL POLICY

The safety of employees, contractors, visitors and the public at the Morrisroe Group is first priority. The purpose of this policy is to set out the requirements of those working on the premises or under the direction of any of the Morrisroe Group companies in relation to the use of drugs and alcohol at work.

Anyone as detailed in the scope below shall be required to ensure that work is not undertaken whilst under the influence of alcohol or any drugs that could negatively affect performance or safety.

Those who believe they may have a drug or alcohol problem are encouraged to come forward and discuss this confidentially with their direct line manager. The Morrisroe Group recognises that drug and alcohol (D & A) addiction is an illness and will be treated as such for those requesting help prior to any failed drug or alcohol test.

Breaches of this policy may lead to disciplinary action, and may result in dismissal/ejection from site.

Scope

This policy applies to all employees, contractors, self-employed people, visitors and anyone else carrying out works for or on behalf of the Morrisroe Group and subsidiary companies (also referred to as employees or contractors in this policy). Morrisroe Group also requires any consultancies and agencies to ensure that employees who are engaged on work for the Morrisroe Group comply with the policy provisions.

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All those detailed in the scope above must be aware that:

- The consumption of alcohol or use of any drugs may adversely affect safety, performance, conduct or efficiency as well as the safety and wellbeing of other employees, members of the public and customers
- Carrying out work for the Morrisroe Group whilst under the influence of alcohol or drugs, or behaviour connected with the use of drugs may adversely affect the reputation of the Morrisroe Group and subsidiary companies, and as such are contrary to company standards.

Awareness and Training

Drug and alcohol training and awareness programmes are available but not limited to Morrisroe Starter Pack toolbox talks, HSE website, site induction.

To achieve the aims of the Morrisroe Group policy the following requirements shall apply:

- Do not to use illegal drugs at any time, whether on duty or not, so as to ensure there are no negative health effects when reporting for duty, carrying out work for the company or when on company premises
- Do not to possess, store or sell illegal drugs on company premises or bring the company into disrepute by being involved in such activities outside of work;
- Ensure that any prescribed or over the counter medicines do not have side effects likely to impair work performance and/or safety of

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the individual or others.

- Inform management if a drug is being taken for any health issue
- Co-operate fully with drug and alcohol screening arrangements if involved in a dangerous incident at work.
- Inform management of a negative change to their state of health
- All staff, visitors, employees, contractors understand and accept their responsibility to comply with the requirements outlined in this policy
- To seek help if there is or may be an alcohol or drug misuse problem developing
- Avoid covering up or conspiring with other workers whose behaviour may be affected by drugs or alcohol
- Inform a supervisor or manager if safety could be compromised
- Comply with any drug or alcohol treatments as agreed.

Drugs & Alcohol at Work

Illegal Drugs

- The term 'drugs' used in this context will include illegal substances, drugs and medication taken for reasons other than medically prescribed purposes, and other substances of abuse such as solvents.
- Do not consume or use illegal drugs at any time whether on duty or not
- Do not to possess, store or sell illegal drugs

Prescribed or Brought Drugs

- The provisions also cover drugs and medications, whether prescribed

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or available without prescription, which have the potential to affect work performance e.g. herbal and alternative medicines

- Management should be advised of any medication taken whether brought in a chemist or prescribed by the GP; especially if there are any side effects to the drugs which may affect behavior and develop and implement a risk assessment to ensure individual is safe to work without risk of harm to himself or others. A doctor's fit for work certificate on medication should also be provided to confirm individual is able to work under medication.

Alcohol at Work

- Do not consume alcohol whilst on duty, during breaks in the working day or when 'on call'
- Do not bring alcohol on to sites
- Limit the consumption of alcohol whilst off duty to ensure that alcohol does not affect work.
- All staff must co-operate fully with alcohol testing procedures
- Arrangements will be made to remove an individual from the workplace in the event of a failed test for alcohol.

Responsibilities

Management shall

- Ensure all employees are aware of the provisions of the drug and

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alcohol policy

- Be familiar with the drug and alcohol policy and ensure the requirements outlined are met. This includes taking disciplinary action where breaches occur.
- Undertake investigations where an employee's/contractor's performance appears to be affected by drugs or alcohol, and take appropriate action, including making arrangements for drug/alcohol tests after a dangerous incident or where there is reasonable suspicion that drug/alcohol has been consumed or used.
- Ensure drug/alcohol screening takes place as appropriate.
- Co-operate with any drug/alcohol testing arrangements especially for those who have undergone rehabilitation for drug/alcohol dependency.
- Assist those who seek help to overcome a drug or alcohol problem.
- Ensure any random/unannounced testing for any group of workers is conducted on a truly random basis.
- Review the effectiveness of this policy and audit compliance with the requirements stated
- Ensure all contractors/employees are notified about the D & A policy and requirements.

Anyone working for, or on behalf of Morrisroe Group on all work premises shall:

- Ensure they understand the drug and alcohol policy, and where they don't, ask their line manager for further clarification.
- Comply with the policy. This includes removing people safely from Morrisroe Group sites who fail drug or alcohol tests.
- Ensure drugs screening takes place as appropriate.

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- Ensure appropriate arrangements are made for unannounced drugs testing to take place as deemed necessary.
- Ensure that any prescribed or over the counter medicines do not have side effects likely to impair work performance and/or safety of the individual or others.
- Inform management of a negative change to their state of health

Responsible Manager / HR/Principal Contractor

- Will review the effectiveness of this policy and audit compliance with the requirements stated
- Notify all contractors/employees about the D & A policy and requirements

Drug & Alcohol Testing Procedures

A Drug and alcohol supplier will be selected by the HSEQ department. They shall be appointed based of availability to provide the required testing, availability, reputation, cost and turnaround of results as required. Providers will be reviewed by HSEQ director / Head of HSEQ before appointment.

1. **Random/Unannounced testing:** Drug and alcohol testing can be done at any time without prior warning. A sample will be selected off the attendance register.
2. **For cause:** All employees/contractors will be liable to have a drug or alcohol test after an incident causing or having the potential to cause

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death, injury or damage to property or where there is reasonable suspicion that alcohol or drugs have been consumed or used.

- 3. Pre-appointment testing:** In cases where pre appointment testing is required, this will be detailed in the relevant procedure documents and individuals will be booked into these tests prior to commencing work.

Failing a Drug and/or Alcohol Test

The Standard D & A test (based on the Network Rail limit) failure would be:

- The presence of drugs for which there is no legitimate medical need and would include the use or the quantity found.
- More than 29 milligrams of alcohol in 100 millilitres of blood, or
- More than 13 micrograms of alcohol in 100 millilitres of breath,
- More than 39 milligrams of alcohol in 100 millilitres of urine.

Refusal to provide a test sample when requested will automatically indicate a failed test and appropriate procedures will then be followed.

In the event of any breach of this policy, the normal disciplinary procedures shall apply to Morrisroe Group employees, which may result in charges of gross misconduct and dismissal. Subcontractor fails will be result in dismissal from sites/premises.

An individual will have breached the policy if they:

- Fail an alcohol test
- Test positive for illegal drugs
- Misuse of prescribed or over the counter drugs
- Refuse to undertake an unannounced, for cause or post incident drug

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and/or alcohol test

- Report for duty when unfit due to drugs or alcohol
- Consume or possess illegal drugs or alcohol whilst on duty
- Decline or discontinue an approved course of treatment for a drug or alcohol related problem
- Declare a problem with drugs or alcohol after they have been tested under the terms of this policy

In the event of breaches in the policy, the H&S manager and Operations Director are to be notified by the Project Manager.

Alcohol instant tests are accurate and disciplinary procedures shall apply on a failed result.

The instant drug test is an indication only and is not conclusive. Disciplinary action is not to be taken solely on the instant test.

In the event of a failed instant drug test, the person being tested is to be notified of the result as well as the Project Manager by the tester who will notify the H&S manager and Operations Director.

The sample will be sent for further analysis and upon final confirmation, if a failed result is confirmed, disciplinary procedures shall apply. If the results come back negative, the Project manager, H&S manager and Operations Director will also be notified by the tester.

Drug and Alcohol testing

- Arrangements are in place for an accredited Occupational Health

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Provider with laboratories/testing companies to undertake D&A testing and screening for the Morrisroe Group.

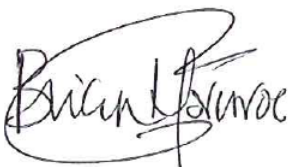
- The direct line manager and HSEQ department will be informed of any failed test results so that appropriate action can be taken.

Recording

All employees' drug and alcohol testing results will be entered into the Employee file at Head Office

Rehabilitation processes will be made available for any individual who seeks help for drug or alcohol misuse.

The Morrisroe Group shall assist employees who, prior to breaches of this policy, admit to a drugs or alcohol dependency problem, to address the issue. However, such an admission shall not give immunity from disciplinary action once a drug or alcohol test has been 'failed'.



Brian Morrisroe
Chief Executive



Dan Bannister
Group HSEQ Director



Gerry Marapao
Company Secretary

[Last Review Date: 3rd April 2019]