

Training Lives Ltd recognise the potential dangers of drugs and alcohol to both the individual in terms of health, and the Company in terms of safety, and adopts a **ZERO TOLERANCE** approach when implementing this policy.

This Drugs and Alcohol Policy requires that employees and subcontractors must **not**:

- Report to work if they are under the influence of alcohol or drugs
- Drive any Company vehicle (whilst at work or not) while under the influence of alcohol or drugs
- Possess or consume alcohol or drugs whilst at work

To comply with the above, employees should not consume any alcohol at all in the 8 hours prior to starting work. They should also ensure that in the 16 hours prior to that, they have not consumed more than 7 units of alcohol.

- Any person who is taking a course of medication that may affect them at work must report this to their manager or supervisor.

Alcohol must not be brought onto, or consumed on, Training Lives Ltd premises unless with the express permission of the Managing Director.

Training Lives Ltd aims to prevent, where possible, drug and alcohol misuse amongst its employees and subcontractors, and to detect at an early stage, any employees with problems. Training Lives Ltd will offer assistance with the rehabilitation of employees who voluntarily seek help for drug and alcohol related problems. Such employees must, however, seek assistance at the earliest possible opportunity. (Note - Subsequent discovery, prompted by impending testing, will not be acceptable if working on Network Rail Managed Infrastructure, and such assistance will be refused).

For those working on Network Rail Managed Infrastructure, a program of testing has been put in place to support this Policy which includes testing to detect the use of drugs and alcohol of both existing and potential employees:

- Pre-employment testing – candidates / potential employees for appointment to a post that requires certification in Personal Track Safety (PTS)
- Pre-appointment testing – for current employees who are transferred to a safety critical role
- Pre-Sponsorship – Prior to Sponsoring individuals via the Sentinel database
- 'For cause' testing -
  - following an accident or serious incident
  - where any employee or subcontractor's behaviour gives grounds to suspect that they may be unfit for work through drugs or alcohol
  - following a credible report or tip off relating to a group of workers or a work location
- Random testing – unannounced testing where 20% of Sentinel sponsored and those in safety critical and key safety posts will be tested annually January to December

Training Lives Ltd will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement. In the case of gross misconduct, dismissal action may be taken. The Individual has the right to appeal.

**Note - Refusal to undertake any drug and alcohol testing will be considered a positive result (FAIL).**



**Michael Richards**  
**Managing Director**  
**1<sup>st</sup> January 2023**