

Alcohol and drugs policy

Summary

Amey (the Company) is committed to providing a safe working environment. This includes promoting the good health and wellbeing of all its employees and others whom it has a responsibility for.

Employees should familiarise themselves with the Alcohol and Drug Policy and the implications should they contravene the policy.

Rules of the policy

To ensure that the use of alcohol or drugs by any employee or any other person(s) associated with the Company does not impair the safe and efficient running of the business or put at risk the health, safety and wellbeing, the following rules which apply to all employees and where applicable contractors will be strictly enforced.

No employees (including contractors) shall:

- Report or try to report to work whilst impaired due to the use of alcohol or drugs (whether illegal or not).
- Be in possession of alcohol or illegal drugs on Company premises. Unopened containers of alcohol will be permissible when alcohol is purchased offsite for consumption outside of work.
- Consume alcohol, illegal drugs or misuse any substance whilst at work or whilst representing the Company. Employees may consume alcohol at Company arranged functions when such consumption has been authorised by a Business Unit MD or Head of a Group Function.
- Attempt to sell, distribute, or supply alcohol whilst on Company premises or whilst representing the Company.
- Attempt to sell, distribute, or supply drugs which contravene the Misuse of Drugs Act 1971; the Psychoactive Substances Act 2016; and the Medicines Act 1968, whilst on Company premises or whilst representing the Company. Any contravention of this, without exception, will be reported to the Police.

Contravention of these rules is a very serious matter, and the Company will take disciplinary action in the event of an infringement under the Company's disciplinary procedures, which may include dismissal.

Help and Support

The Company will endeavour to ensure that advice and specialist help are made available to any employee who feels they have or are developing a dependency relating to alcohol or drugs and who voluntarily seeks help from the Company via their Line Manager, any other Manager or HR before a serious misconduct issue has arisen or before a test takes place or when they are proven to be in contravention of the policy.

Medication

It should be recognised that prescribed and over-the-counter medicines may cause impairment to an employee's performance at work. It is therefore the employee's responsibility to seek advice from their medical practitioner or pharmacist on any medicines they are taking. They should inform their Line Manager or Supervisor of any possible side effects of their medication.

Testing

REFERENCE AMEY-HS-ALCOHOLDRUGS-PO-01
VERSION 6.9
DATE 18/01/2023

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Testing applies to all employees and contractors of the Company. The purpose of testing is to ensure that due diligence is exercised and to deter and detect employees working on Company premises whilst being impaired due to the use of alcohol or drugs.

Testing will be carried out at pre-placement; when there is a suspicion of a contravention of the policy; as part of an accident or incident investigation; and randomly.

Should an employee refuse to consent/comply with the testing process or provide a sample for testing they will be suspended immediately on full pay, pending the outcome of a disciplinary investigation. The Company reserves the right to treat a refusal to consent/comply with the testing process or provide a sample for testing the same as a positive test result.



Andrew Milner
Chief Executive Officer
For and on behalf of the Board