



## Alcohol & Drugs Policy

This statement sets out the Chigwell London Ltd commitment to ensuring that any person unfit, either through the consumption of alcohol or the use of drugs, is prevented from working, where the continuation of that person working would adversely affect the safety of themselves, their colleagues, the operation of the railway or present an unacceptable image of the company. The term 'use of drugs' applies to controlled, prescription and over the counter drugs.

This policy applies to all staff whilst they are at work or on duty (i.e. 'On call' Manager).

It is the Policy of Chigwell London Ltd that no employee, or an employee of a sub-contracted organisation, shall:

- Report for work or duty under the influence of drugs or having just consumed alcohol.
- Report for work or duty in an unfit state due to the use of alcohol or drugs.
- Be in possession of drugs of abuse in the workplace or whilst on duty.
- Consume alcohol or drugs whilst at work or on duty.

We will not knowingly employ, either directly or indirectly, any person who has a dependency on alcohol or drugs where such dependency causes them to be unfit as described above.

We will take all reasonable steps to ensure that employees/contractors are made aware of the contents of this statement.

Chigwell London Ltd has in place procedures to prevent, in so far as is reasonably practicable, breaches of this policy and a process to measure the effectiveness of such procedures.

Chigwell London Ltd commit annually to randomly test at least 5% of the company personnel.

We adopt a proactive approach to drugs of abuse or alcohol in the workplace is that of a caring and sympathetic employer whose employees are encouraged to speak to their line managers if they believe they have a drug or alcohol related problem. Professional counselling and support will be given to those employees who come forward recognising this.

In formulating this Policy, Chigwell London Ltd will comply with Acts of Parliament, Regulations, codes of practice and guidelines.

**Dean Floyd, Managing Director**

Reviewed on: **1<sup>st</sup> January 2019**