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Company Policy Statement: **Drug and Alcohol Policy**

Portfolio: Business Services

Portfolio Director: Mr Frank Lloyd-Murray

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DOCUMENT ETYMOLOGY

Title

Policy Statement for	Portfolio
Drug and Alcohol Policy	Business Services

Responsibility

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Title	Name	Date
Chief Executive Officer	Mr Frank Lloyd-Murray	Friday, 08 July 2022

Distribution

Name	Business Area	Reason and Use
Director (Project Management)	Senior Leadership	Sign-Off and Acceptance
Director (Rail Systems Engineering)	Senior Leadership	Sign-Off and Acceptance
Director (Business Development)	Senior Leadership	Sign-Off and Acceptance
Director (Software and Systems Design)	Senior Leadership	Sign-Off and Acceptance
Director (Training and Development)	Senior Leadership	Sign-Off and Acceptance
Director (Telecommunications)	Senior Leadership	Sign-Off and Acceptance

Section: 2 – The Policy Statement

What exactly is a Policy Statement?

A policy statement is an organization-level document that prescribes acceptable methods or behaviours. Essentially, a policy is simply the way things are done within an organization.

Policies are different from procedures and standard operating procedures because they are applicable to an entire organization and are primarily intended to set direction.



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DRUG AND ALCOHOL POLICY STATEMENT

GRAAY[®] Limited has a zero-tolerance policy on the misuse of alcohol or drugs by all employees and subcontracted staff.

The policy sets strict limits and any individual in any part of the business, no matter what sort of work they do, found to be under the influence of alcohol or drugs while at work will be subject to disciplinary action. Normally this results in summary dismissal. The policy covers over the counter and prescription medication as well as illegal drugs.

Therefore, if an individual voluntarily declares that they have an alcohol or drugs-related problem, they should contact Director (Rail Systems Engineering) to get help immediately, who can refer you to counselling services for confidential support. If you do not get help and subsequently fail a drugs or alcohol test, your dependency cannot be considered, and we will not be able to provide you with support or counselling.

All GRAAY[®] Limited employees and sub-contracted staff are aware they are potentially subject to alcohol and drug testing (see drug and alcohol arrangements). This includes random unannounced testing of at least 5% of our Sentinel sponsored colleagues per calendar year starting in January of each year.

Employees who refuse to undergo such tests will be subject to disciplinary action, which may include dismissal.

If employees are on prescribed medication or are taking medicines that may make them drowsy, e.g. cold cures, Solpadine etc, they should advise their Doctor and seek alternatives. If employees are considered unfit for work, then we have a legal duty to test their blood, urine or breath for drink or drugs.

For the purpose of this policy, an unfit state through consumption of alcohol is defined as detection by 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.

This is known as a 'positive result' of an alcohol test. Any traces of illegal drugs, such as Cannabis, Cocaine, Amphetamines, Barbiturates, Methadone's etc. found will be deemed a positive test result.

This policy will be regularly reviewed by GRAAY[®] Limited to ensure that they are adequate and continue to satisfy business requirements. This policy will be reviewed and updated as required at least but not limited to once every 12 months.

Signed as Approved this day, Friday, 08 July 2022

Signature

Position

Mr Frank Lloyd-Murray
Chief Executive Officer

