

SRL Traffic Systems Ltd is committed to providing a safe and healthy working environment for all employees and those affected by our activities. SRL Traffic Systems Ltd operations will be carried out to ensure, so far as is reasonably practicable, that the Health, Safety or Conditions of any person or property will not be adversely affected. The misuse of substance, drugs or alcohol by individuals can lead to an increased risk of accidents or incidents; the SRL Traffic Systems Ltd aim is to reduce these risks by means of the Policy, Procedures and Guidance set out in this document.

This Policy is applicable to SRL Traffic Systems Ltd and trading divisions all officers and employees of the SRL Traffic Systems Ltd & trading divisions and all, consultants, contractors, and subcontractors or other third parties employed or engaged by or on behalf of SRL Traffic Systems Ltd.

The Aims of this Policy are to:

Ensure that SRL Traffic Systems Ltd complies with relevant legislation relating to substance abuse at work (including without limitation The Health and Safety at Work etc. Act 1974, the Transport and Works Act 1992, the Misuse of Drugs Act 1971.

Take a proactive approach to ensure that our workplace is a drug and alcohol-free environment as part of our commitment to ensuring a safe and productive workplace, by ensuring that all relevant individuals are aware of this Policy and that anyone who declares (pre-testing) a drug, alcohol or substance related addiction or habit is given the necessary support.

Undertake measures to prevent persons attending work under the influence of illegal drugs, misused prescribed or over-the-counter medication or alcohol, using a testing regime; and provide information, instruction and awareness training to all Relevant Individuals on the health effects of alcohol and illegal drug use, the principles of this Policy and the repercussions of a breach of it (including disciplinary procedures and dismissal).

This Policy will be communicated to all relevant individuals and reviewed on a regular basis. All amendments or updates will be communicated.

Prohibited Substance Use

The substances for which Relevant Individuals may be tested include (not limited to):

Amphetamines	Barbiturates	Propoxyphene
Ecstasy	Opiates including Heroin	Phencyclidine
Cocaine	Methadone	PCP
Benzodiazepines	Cannabis	And others...

The drugs referred to above are examples only and are not an exhaustive list of the substances for which a Relevant Individual may be tested.

Prescription and Over-The-Counter Medication

Also prohibited are any legal substances which may affect performance at work include but are not restricted to, antidepressants, sleeping pills, tranquillisers, antihistamines and medicines for coughs, or colds, where these are used in excess of legitimate usage levels as prescribed.

This prohibition includes medication prescribed by medical practitioners or purchased over the counter. Individuals who are prescribed medicines or are taking over-the-counter purchased legal drugs should bear in mind that they may affect their working performance and in particular their ability to work with machinery safely. It is the responsibility of the employee to enquire with his/her GP or pharmacist whether any medication is likely to affect performance at work. If it is then, the Relevant Individual must inform his/her line manager immediately.

Responsibilities

All Relevant Individuals have a responsibility under this Policy with regard to the detection and prevention of the misuse of alcohol and drugs as follows:

SRL Traffic Systems Ltd Directors shall:

Have overall responsibility for the implementation of this Policy and testing regimes and will monitor the effectiveness of both on an ongoing basis.

Senior Managers shall:

Have overall responsibility for the implementation of this Policy and testing regimes and will monitor the effectiveness of both on an ongoing basis.

Line Managers/Supervisors shall:

Have overall responsibility for the implementation of this Policy and testing regimes and will monitor the effectiveness of both on an ongoing basis.

All Relevant Individuals (including Directors and Senior Management) shall:

Not come to work either under the influence, having consumed drugs/alcohol recently. or attempt to drive or operate any machinery at work if they believe they may be under the influence of any substance, including legally prescribed or over-the-counter medication, which could impair their abilities.

Not bring any illegal drugs or alcohol on to the premises or sites under the control of any SRL Traffic Systems trading division, (unopened alcohol purchased as normal shopping or provided as a Christmas gift or similar (for a colleague) with no intention of use during working hours will be exempt).

Check with their GP or pharmacist as to whether any prescription or over-the-counter medication may impair their ability to perform their duties and make the required notification pursuant to this Policy.

Give notice (prior to the day of testing or prior to a request to undergo a test) to their manager / HR Representative if they believe they have a problem related to drugs or alcohol. In such instances, the worker will be offered support, counselling and rehabilitation.

N.B. Giving notice of a dependency issue after a Relevant Individual has been asked to undergo a test or on the day that random or for cause test takes place will not grant the individual immunity from being tested or from any disciplinary action that may take place in the event of a positive result for either drugs or alcohol.

Not discontinue an agreed course of treatment or rehabilitation for a drug or alcohol related problem without good reason and will notify their manager and HR Representative of such discontinuance.

Undergo testing for drugs and alcohol as described in this Policy. Refusal to undergo testing will lead to disciplinary action and could lead to dismissal; and will not cover up or collude with any colleague in breach of this policy.

Whilst SRL Traffic Systems Ltd does not condone, encourage or recommend the consumption of alcohol in excess of the recommended guidelines, it recognises that as part of business life at events such as corporate entertaining, alcohol may occasionally be consumed that causes the worker to be beyond the limits described for alcohol as stated in this Policy.

In cases such as these, it is the duty of the Relevant Individual not to go to any SRL Traffic Systems Ltd office, delivery centre, project office or operational site until such time as she/he is below the limits referred to and to arrange their own safe transport home. This paragraph does not apply to the use and/or possession of illegal drugs or the misuse of prescription or over the counter medication.

Procedures for Testing Regime and Classifications

The limits in Scotland are different to the rest of the UK.

Level of Alcohol	England, Wales & Northern Ireland	Scotland
Micrograms per 100ml of breath	35	22
Milligrams per 100ml of blood	80	50
Milligrams per 100ml urine	107	67

For the purpose of this Policy, “under the influence of alcohol” is defined as detection by testing of:

Driving Vehicles (equal to or greater than:)	Road Workers (greater than:)
35 micrograms of alcohol in 100ml of breath	13 micrograms of alcohol in 100ml of breath
80 milligrams of alcohol per 100ml of blood	29 milligrams of alcohol per 100ml of blood
107 milligrams of alcohol per 100ml of urine	39 milligrams of alcohol per 100ml of urine

Confidentiality

All results and information in relation to drug and alcohol testing will be dealt with in strict confidence and released only to the line manager of the Relevant Individual tested, the Relevant Individual themselves and the HR departments. Immediate actions following test result - Alcohol (Random, "For cause" and pre-placement)i.e. negative result will be advised to the employer and the Relevant Individual, and a record made;

An alcohol in breath reading above 50% of any of the levels set out in this Policy will result in the HR representative having an informal conversation with the Relevant Individual about the result and informing his/her line manager.

If the alcohol in breath reading is at or above the levels set out in this Policy above the Relevant Individual will be deemed to have tested positive and he or she will immediately be suspended from work. The employer will arrange for the relevant individual's safe transport home; he/she will not be permitted to drive away from the workplace.

Disciplinary procedures will then be instigated which may result in summary dismissal, even for a first offence. SRL will adopt a zero-tolerance approach to anyone found to unlawfully be under the influence of any substance.

Immediate actions following test result - Drugs ("For cause")

If the initial urine reading is indicative of recent drug use, the relevant individual will be advised that the sample (urine) needs to be analysed in a laboratory. The sample, provided under controlled conditions, will be handled in a formal chain of custody including maintenance of a split sample.

If the Relevant Individual is not an employee; their employer will be informed of the initial positive result (whether relating to alcohol or drugs) and reminded that false results may occur. The Relevant Individual will then be suspended from working on any site or premises, pending the result of further laboratory analysis. In the case of a SRL Traffic Systems Ltd employee, the same suspension will apply, with the individuals' line manager being informed.

If a relevant individual declares that he/she has been taking medication prior to testing that may cause the positive result, the Relevant Individual will not be suspended from site.

If the medication is declared after a positive result, the Relevant Individual will be suspended from site.

Immediate actions - Drugs (Random and Pre-placement)

Where urine samples are taken for the detection of drugs as part of a random or pre-placement test, they will not be subject to an initial test at point of contact. They will be tested at a laboratory and the relevant individuals will be allowed to continue work unless a positive result is confirmed by the laboratory.

This Policy Statement is reviewed annually.

A handwritten signature in black ink that reads 'MA Eburne'. The signature is written in a cursive style.

Mark Eburne
Chief Executive Officer

Dated: 23rd August 2024

Version Control

Version	Release Date	Reviewer	Approval Date
1.1	September 2024	John McLaughlin	August 2024