



DRUGS & ALCOHOL POLICY STATEMENT

This Drugs and Alcohol Policy Statement is applicable to all personnel under Hollywell Building Services control. Hollywell Building Services shall take all reasonable steps to ensure that all relevant personnel are made aware of this Policy statement.

Procedure HQW202 Drugs and Alcohol Management defines the process and responsibilities for ensuring compliance with Railway Industry Standard RIS-8070-TOM and Network Rail Company Standard NR/L2/OHS/00120 and preventing, so far as is reasonably practicable, offences under the Transport and Works Act 1992.

Control measures include:

- Screening for drugs and alcohol prior to employment
- An annual, unannounced, random screening of relevant personnel (a minimum of 20% of Sentinel card holders and Safety Critical Staff to be tested over a rolling 12-month period between RISQS Audits)
- Arrangements with an approved provider for “for cause” screening
- Reporting of results to Sentinel
- Review of the Drugs and Alcohol Policy at least annually

Persons under Hollywell Building Services’ control shall: -

- Not come to work in an unfit state through drugs or alcohol
- Not consume alcohol at work
- Not use, possess or supply a drug of abuse at work
- Not discontinue with an agreed course of treatment for an alcohol and drugs related problem without good reason
- Undergo testing for an alcohol and drugs when requested to do so

When being prescribed medication, relevant personnel shall notify their doctor of the nature of activities they are engaged in. They shall ensure their Supervisor is immediately notified of any prescribed or “over-the-counter” medication being taken that may affect or impair their safe performance.

Hollywell Building Services personnel that believe they have drugs or alcohol related problems and pro-actively raise the issue (i.e. not after being involved in an incident or being nominated for a test) shall be provided confidential support. However, other personnel in contravention of this Policy or Work Instruction HQW202 shall be subject to appropriate disciplinary action.

On receipt of a positive alcohol test or non negative drugs test, the individual shall be suspended with immediate effect, pending confirmation of the result or breach of D&A Policy. The company disciplinary and grievance procedures shall be instigated where appropriate. Disciplinary action will normally result in summary dismissal for gross misconduct.

This policy statement will be briefed to all employees at induction and shall be formally reviewed on an annual basis at the Management Review meeting.

Signed:

Bob Stephen

Position:

Managing Director

Date:

24TH June 2026