Drugs and Alcohol Policy

March 2022

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Drugs and Alcohol Policy
Issue 18, March 2022

DRUGS AND ALCOHOL POLICY STATEMENT

VolkerWessels UK is a leading multidisciplinary contractor that delivers innovative engineering solutions across the civil engineering and construction sectors including rail, highways, airport, marine, energy, water, and environmental infrastructure. The company employs staff across the country and brings together best practice through five business units: VolkerFitzpatrick, VolkerRail, VolkerStevin, VolkerHighways and VolkerLaser.

VolkerWessels UK recognises that it has a legal and moral duty of care for the health, safety and welfare of our employees and those that may be affected by our activities. We have a positive approach to continually improving health and safety and strive to prevent work related injuries and the ill-health of our employees and anyone associated with our activities, whilst also improving their wellbeing.

The statement of policy and the organisation and arrangements for its implementation, have been prepared to comply with the duties imposed by the Health & Safety at Work Act (1974), the Transport and Works Act, and other relevant legal and industry standards.

We recognise that alcohol and drugs have an impact on an individual's ability to work safely and correctly and, as such, aim to provide an environment free from the misuse of drugs and alcohol. This Policy is designed to protect the safety of all those working on our behalf by enforcing strict protocols regarding drugs and alcohol.

We ask all employees and those working on our behalf, to lead by example, challenge unsafe attitudes and behaviours to establish a workplace free of injury or ill-health.

All employees and those working on our behalf must be made aware of:

- This VW UK Policy on drugs and alcohol
- The consequences of disciplinary action resulting from a breach of this Policy
- The occasions when drugs or alcohol screening is required

To ensure compliance with this policy you may be required to undergo testing in the following circumstances:

- **Pre-employment and new employee screening** - all safety-critical rail candidates (e.g. Personal Track Safety (PTS) cardholders) must undergo a medical and screening for drugs and alcohol prior to employment in accordance with rail industry standards. All other new employees and those working on our behalf must undergo screening for drugs and alcohol as soon as practicable after their start date
- **Random** - unannounced random drugs and alcohol screening could take place at any time whilst at work or on duty of any employee, subcontractor, self-employed or agency worker. A minimum of 5% of personnel will be subject to unannounced random alcohol and drug screening each year
- **For Cause** - screening to find out whether drugs or alcohol was a factor in an accident or incident, where the person(s) actions or omissions are suspected of contributing to the accident or incident, or the behaviour of the person gives cause to suspect that person is unfit to continue work. Following a major accident or incident, regardless of individual grounds for cause, screening is mandatory for all persons involved.
- **Rehabilitative -** can be implemented to coincide with a drug and / or alcohol rehabilitation programme and post treatment monitoring for employees with alcohol or drug related problems who voluntarily seek help at an early opportunity.

All testing is undertaken to ensure that employee's safeguards, confidentiality and dignity are always maintained to a high standard.

Alan Robertson

Chief Executive Officer

April 2021

1.0 WHY HAVE A POLICY ON DRUGS AND ALCOHOL?

VolkerWessels UK (VW UK) is committed to maintaining healthy, safe and productive working conditions throughout its activities. We recognise that alcohol and drugs have an impact on an individual's ability to work safely and correctly and, as such, aim to provide an environment free from the misuse of drugs and alcohol.

Drugs and alcohol impair judgement, can make people over-confident and more likely to take risks. Reactions can be slowed, judgement of distance is affected, and your field of vision may be reduced. Drug and alcohol misuse can harm the misuser both physically and mentally, and through the misuser's acts or omissions, other people.

'Drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Drinking alcohol raises the drinker's blood pressure, which can increase the risk of coronary heart disease and some kinds of stroke. Regular drinking, in excess of government guidelines, also increases the risk of liver damage, cirrhosis of the liver, and cancers of the mouth and throat. People who drink heavily may develop psychological and emotional problems, including depression.

The England and Wales legal drink drive limit is 80mg of alcohol per 100ml of blood. On 5 December 2014 Scotland introduced a lower drink drive limit of 50mg of alcohol per 100ml of blood. This lower limit also applies to the Republic of Ireland. According to the Royal Society for the Prevention of Accidents (RoSPA), drivers with a blood alcohol concentration between 50mg and 80mg per 100ml of blood are 2 to 2½ times more likely to crash and 6 times more likely to be in a fatal crash. The risk increases massively when over the limit. A driver who is double the legal limit is 50 times more likely to be in a fatal crash.

People are killed and seriously injured in drink drive, or drug related, crashes every week. It is not just the drivers who have been drinking or misusing drugs who suffer, but often their passengers, people in other vehicles, pedestrians, cyclists or motorcyclists, and the families of everyone involved.

This Policy is designed to ensure safety by placing and enforcing strict limits regarding the misuse of drugs or alcohol, as historical random and "for-cause" screening has unfortunately shown this to be a continuing challenge for construction.

We ask all employees and those working on our behalf, to lead by example, challenge unsafe attitudes and behaviours to establish a workplace free of injury or ill-health.

2.0 THE LEGAL REQUIREMENTS

VolkerWessels UK has a general duty under the *Health and Safety at Work etc. Act 1974* to ensure, as far as reasonably practicable, the health, safety and welfare at work of our employees and those working on our behalf. We also have a duty under the *Management of Health and Safety at Work Regulations 1999*, to assess the risks to the health and safety of our employees. If we knowingly allow an employee under the influence of drug misuse or alcohol to continue working and their behaviour places the employee or others at risk, we could be prosecuted. Employees are required to take reasonable care of themselves and others who could be affected by their acts or omissions.

The *Transport and Works Act 1992* makes it a criminal offence for certain workers to be unfit through drugs and / or alcohol while working on railways, tramways and other guided transport systems. The operators of the transport system would also be guilty of an offence unless they had shown all due diligence in trying to prevent such an offence being committed.

The *Road Traffic Act 1988* states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.

The principal legislation in the UK for controlling the misuse of drugs is the *Misuse of Drugs Act 1971*. Nearly all drugs with misuse and / or dependency liability are covered by it. The Act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances (for example, when they have been prescribed by a doctor).

The *Psychoactive Substances Act 2016* makes it an offense to produce or supply any psychoactive substance if the substance is likely to be used for its psychoactive effects, regardless of its potential for harm. Those substances covered under the *Misuse of Drugs Act 1971* are not covered within this new Act.

3.0 DEFINITIONS

"Drugs" - for the purpose of this Policy are:

- 'Controlled drugs' as defined in the *Misuse of Drugs Act 1971* and subsequent modification orders
- Medicines used without prescription or in excessive (above therapeutic) doses as defined by the toxicologist or medical review officer
- Certain prescription or over the counter medications which contain 'controlled drugs'
- Substances which may carry warnings against consumption, inhalation or ingestion such as glue, solvents and vapours

"Psychoactive substance" - any substance covered under the Psychoactive Substances Act 2016.

"Medicines" - are defined as those prescribed to the person or bought 'over the counter'.

"Chain of Custody" - the process used to maintain the chronological history of a (drugs or alcohol) sample in order to guarantee the identity and integrity of the sample from collection through to reporting of the test results.

"D&A" - Drugs and Alcohol.

"Non-negative" - spot tests which detect a drug are referred to as a "non-negative" result requiring confirmation by a laboratory test. In laboratory tests, if the 'A' sample detects a drug it is a "non-negative" result until confirmation by the 'B' sample test result.

"Safety Critical Work" - means any safety critical task carried out by any person in the course of their work or voluntary work on or in relation to a rail transport system and any additional roles deemed "safety critical" by the CR Director (CR).

"Sentinel" - Personal Track Safety Identification / Certification System.

"VolkerWessels UK" - for the purposes of this policy encompassing VolkerFitzpatrick, VolkerHighways, VolkerStevin, VolkerBrooks, VolkerGround Engineering, VolkerLaser, VolkerRail, VolkerInfra and any subsidiaries; hereinafter referred to as VW UK.

4.0 SCOPE

This Policy applies to the following persons:

- Employees of VW UK (temporary and permanent) hereinafter referred to as "employee(s)"
- Any person who is employed by a contractor engaged by VW UK, hereinafter referred to as a "subcontractor"
- Any self-employed person engaged directly by VW UK or through any third party (agency)

All visitors to sites or offices must be advised of the Drugs and Alcohol Policy, and the implications of failing to comply, as part of the site or office induction process.

Site-specific / contractual requirements may increase the volume and / or frequency of screening over and above the requirements of this Policy.

Short-duration appointments of agency staff (excluding those working in the operational rail environment) of less than three weeks will not be screened in accordance with the "new employee" screening requirements. These individuals may however be included as part of random or "For Cause" screening. We also expect agency staff providers to have clear policies in place regarding drugs and alcohol, and that they ensure all agency staff are aware of our Drug and Alcohol Policy requirements.

Where employees under the age of 18 require a drug and alcohol screening parental consent does not need to be obtained. Full consent should be given by the individual as per the standard process. Parental consent can be obtained where the chain of custody officer is concerned for the individual's wellbeing.

5.0 RESPONSIBILITIES

The HR Director (HR) and the Corporate Responsibility Director (CR) are jointly responsible for ensuring that this Policy will be maintained, updated accordingly, and communicated to all employees of VW UK.

The HR Director is responsible for ensuring that all prospective candidates for employment are formally notified of the requirement to pass pre-employment screening for drugs and alcohol.

Directors, their management teams, and departmental heads are responsible for the implementation of the arrangements of this Policy in controlling the risk of employees and others working on our behalf reporting for work under the influence of drugs, alcohol or medication which may / will impair their safety performance.

Operational management teams will ensure that all subcontract personnel working on our behalf are made aware of the need to comply with the requirements of this Policy.

The HR Director and line management are responsible for ensuring that the VW UK disciplinary procedures are adhered to whenever invoked by the requirements of this Policy.

The CR Director is responsible for maintaining the screening process, the chain of custody and its associated requirements.

The CR Director will monitor the results of drugs and alcohol screening and will report performance indicators to demonstrate pass / failure rates.

The HR Director and the CR Director are jointly responsible for ensuring the requirements of this Policy are applied equally and fairly, and in accordance with the requirements of the *Transport and Works Act 1992* and Network Rail Group / Industry Company Standards among others.

6.0 POLICY REQUIREMENTS

6.1 You Must Not:

- Report or try to report for work in an unfit state as a result of consuming alcohol or taking any drug or psychoactive substance
- Report of try to report for work under the influence of drug and / or alcohol even if you feel that you are fit to work
- Be in possession of, or supply any drug or psychoactive substance in the workplace or whilst on duty
- Consume drugs, psychoactive substance or alcohol in the workplace or whilst on duty which includes being 'on call' (except in accordance with the requirements of section 13.0 below)
- Attend training or assessment events while under the influence of drugs, psychoactive substances or alcohol
- Discontinue an agreed course of treatment for a drug or alcohol related problem

6.2 You Must:

- Attend drugs and alcohol screening if requested to do so
- Declare any drugs or alcohol related problem which you have or suspect you may be developing
- Declare any prescription or "over the counter" medication which may affect your ability to undertake your normal duties (refer to section 6.6 below for guidance), and if possible produce the labels, before commencing work
- Declare if you have any reason to believe that you might have accidentally consumed drugs or alcohol

6.3 Unfit Through Alcohol

Important note: Due to lower limits on alcohol in the rail industry when working under the rules and systems of the rail environment the lower limit applies and is governed by personal track safety requirements. When working in all other "non-rail" environments the legal drink drive limit applies.

6.3.1 Rail Environment

For the purposes of this Policy WHEN WORKING IN A RAIL ENVIRONMENT, an unfit state through consumption of alcohol is defined by testing of:

- More than 29 milligrammes in 100ml of blood
- More than 13 microgrammes of alcohol in 100ml of breath
- More than 39 milligrammes of alcohol in 100ml of urine

6.3.2 Non-rail Environment

When working in all other "non-rail" environments the legal drink drive limit applies.

For the purposes of this Policy WHEN WORKING IN A NON-RAIL ENVIRONMENT **in England, Wales and Northern Ireland,** an unfit state through consumption of alcohol is defined by testing of:

- More than 80 milligrammes in 100ml of blood
- More than 35 microgrammes of alcohol in 100ml of breath
- More than 107 milligrammes of alcohol in 100ml of urine

For the purposes of this Policy WHEN WORKING IN A NON-RAIL ENVIRONMENT **in Scotland and the Republic of Ireland**, an unfit state through consumption of alcohol is defined by testing of:

- More than 50 milligrammes in 100ml of blood
- More than 22 microgrammes of alcohol in 100ml of breath
- More than 67 milligrammes of alcohol in 100ml of urine

6.0 POLICY REQUIREMENTS (CONTINUED)

6.4 Unfit Through Drugs

For the purposes of this Policy, an unfit state through the use of drugs is defined by urine sample testing as a positive (fail) result for any of the following:

- Amphetamines
- Barbiturate
- Benzodiazepine
- Buprenorphine
- Cannabis
- Cocaine
- K2 / Spice (gen 1)
- Ketamine
- Methadone
- Methamphetamine
- Opiate
- PCP
- TCA
- Any other controlled drug as defined in the *Misuse of Drugs Act 1971*
- Any psychoactive substance as described by the *Psychoactive Substances Act 2016*
- Medicines used without prescription or in excessive (above therapeutic) doses
- Certain prescription or over the counter medications which contain “controlled drugs”
- Substances which may carry warnings against consumption, inhalation or ingestion such as glue, solvents and vapours

6.5 Possession and Use of Drugs

It is strictly prohibited for any employee, subcontractor, self-employed or agency person, whilst at work or on VW UK premises to:

- Possess or use drugs as defined in the *Misuse of Drugs Act 1971*
- Possess or use substances as defined in the *Psychoactive Substances Act 2016*
- Possess or use any other drugs other than those which have been prescribed for them or non-prescribed medication
- Dispense, distribute, sell or offer to buy controlled drugs or psychoactive substances at work
- Use any drug or other substance at any time in such a manner as to constitute abuse likely to impair the safety performance of the user (or to put others at risk) when at work

Possession, use, dispensing, distributing, selling or offering to buy controlled drugs at work (including reasonable suspicion of it) will be reported to the police immediately.

VW UK is likely to consider the above actions to amount to gross misconduct and therefore render an employee liable to summary dismissal in accordance with the provisions of the *VolkerWessels UK Disciplinary Policy*.

6.0 POLICY REQUIREMENTS (CONTINUED)

6.6 Medication

Some medicines available either on prescription or “over the counter” can affect your work performance and your ability to carry out work safely. They include, but are not limited to anti-depressants, cold and flu remedies, hay fever remedies and other anti-histamines, pain killers, sleeping pills, and tranquilisers.

It is the responsibility of the individual to ensure that they are aware of the effects of any medication they take and to tell their Line Manager or a VW UK Occupational Health (OH) Nurse. It is the responsibility of the individual taking prescribed or non-prescribed medication to demonstrate such medication will not affect their ability to undertake their duties without risk to themselves or others.

Any person who is undergoing a course of medication must notify their doctor / medical practitioner issuing the medication of the restrictions placed upon employees as per the requirements of this Policy. This is required because medication may, in some circumstances, contain one of more of the substances or drugs set out in section 6.4. Some medication also includes alcohol as a constituent part.

It is also important to remember that the medical condition a person may be suffering from may well impair their safety performance irrespective of any prescribed / non-prescribed medication, which must receive consideration by their doctor / medical practitioner and line manager. Temporarily impaired performance may require temporary redeployment.

Consideration should be given to the use of medication whilst at work that may cause a person to suffer from: drowsiness / sleepiness; loss of concentration; reduced awareness; blackouts; fits; seizures; or any other condition that may create a risk to the safety of the individual and / or others. If no alternative medication is available the individual concerned must report the circumstances to their Supervisor or Line Manager before commencing duty.

In conjunction with the OH Nurse, Supervisors and Line Managers who receive information from employees that they are taking medication which may affect their ability to work safely, shall:

- Verify the medication being taken
- Assess whether the medication and the medical reason for taking the medication presents a risk to the employee’s ability to work safely, taking advice as necessary
- If necessary, reallocate the employee to alternative duties whilst they are taking medication
- Advise HR of instances where employees are employed on alternative duties whilst taking medication

At site induction employees, subcontractors, the self-employed and agency workers will be prompted to provide details of medication taken through completion of H81-02 *Fitness to Work.*

The OH Nurse can utilise third party on-call chemists for assessment of prescribed medication.

If, following declaration of medication the donor produces a non-negative result consistent with the medication declared, the donor shall be permitted to return to work supported by a written risk assessment and safe system of work pending receipt of the lab screening, unless a ‘positive’ breath test is revealed or there are grounds to believe that they are unfit through drugs.

Medication which has been disclosed by an individual undergoing screening will not be considered as a positive (fail) result provided that it was disclosed before the screening sample was collected. It is the responsibility of the person taking the prescribed or non-prescribed medication to bring this to the attention of the collecting officer.

Employees failing to report taking any medication that may impair their ability to work safely, or may affect the safety of others, before commencing duty, may be subject to disciplinary action. The extent of the circumstances will determine the action taken but may result in the termination of employment.

7.0 PRE-EMPLOYMENT (RAIL) AND NEW EMPLOYEE SCREENING

7.1 TUPE Transfers

A test will be conducted within the first month after employees transfer to the employment of a VolkerWessels UK company following a TUPE transfer. Continued employment will be subject to a satisfactory result from this screening process.

7.2 Requirement

All safety-critical rail candidates (e.g. Personal Track Safety (PTS) card holders) must undergo a medical and screening for drugs and alcohol **prior** to employment in accordance with rail industry standards. Any safety-critical rail candidate testing positive (fail) (i.e. drugs present or being above the alcohol limit) at pre-employment screening will be advised by the Human Resources (HR) department that their application has been declined and they will not be employed.

All other new employees must undergo screening for drugs and alcohol **as soon as practicable after their start date** but within the first three weeks of employment. New employees testing positive (fail) (i.e. drugs present or being above the alcohol limit), at this screening may be subject to disciplinary action which may include summary dismissal on the grounds of gross misconduct.

7.3 Information to Candidates

Offer letters will advise all candidates that they are required to attend screening and that the results will be treated in strictest confidence. The letter will state that the offer is subject to a satisfactory result from this screening process.

Medical questionnaires (H74-01 *Medical Health Questionnaire*) will be issued to all new employees following acceptance of the offer.

7.4 Screening Arrangements

Following receipt of offer acceptance, HR will contact the OH Coordinator at Hoddesdon who will arrange the D&A screening and confirm who will conduct the screening in accordance with the rules set out below. The candidate and their Line Manager will be notified of the date, time and location of their screening.

Completed H74-01 *Medical Health Questionnaire* should be returned to the OH Nurse during the screening appointment. If the screening is being conducted by the OH Coordinator (see below) any areas requiring further assessment will be referred to a VW UK OH Nurse as required.

A VW UK approved third party will conduct safety-critical (PTS) medicals at one of their clinics. Safety-critical (PTS) medicals will not be carried out by a VW UK OH Nurse.

A VW UK OH Nurse will conduct D&A screening for all other new employees of VW UK companies who either work at, or live close to, the Hoddesdon, Worcester, Preston and Doncaster offices. There is no requirement for an employee (excluding safety-critical rail candidates) of one business unit to travel to their respective head office if there is another VW UK business unit office closer to their work location or home.

During the screening appointment a company medical assessment may be carried out, the OH Nurse will decide at the time whether this is required.

In the event of sickness absence of the OH Nurse on the day of planned screening, or for timebound convenience, the OH Coordinator as a trained chain of custody officer is authorised to conduct Hoddesdon D&A screening for new employees of VW UK companies.

7.5 Individuals Refusing to Attend Screening

Any candidate who refuses to attend screening will be advised by the HR department that their application has been declined and they will not be employed.

Any employee who refuses to attend screening will be subject to disciplinary action, which may include summary dismissal on the grounds of gross misconduct.

7.0 PRE-EMPLOYMENT (RAIL) AND NEW EMPLOYEE SCREENING (CONTINUED)

7.6 Individuals admitting to the use of illegal drugs after incidents or selection for screening

Self-declaration of a drug or alcohol related problem after involvement in an incident or after selection for drug and alcohol screening will automatically be deemed as a breach of the *VolkerWessels UK Drug and Alcohol Policy*, and will lead to disciplinary measures.

Screening of employees should still proceed after the admission of use. Results of the lab screening will be incorporated into the disciplinary process.

Any employee who refuses to attend screening will be subject to disciplinary action, which may include summary dismissal on the grounds of gross misconduct.

Any subcontract, self-employed or agency employees admitting use, after incident or after selection for screening, will be required to immediately cease work and leave site. The subcontractor's supervisor or manager, or employing company, must be informed as soon as possible. Refer to the section below - 'Actions Relating to Subcontract, self-employed or agency employees' - for further information on next steps.

8.0 TRANSFER OR PROMOTION

Any employee who is transferred or promoted to a safety critical post will be screened for drugs and alcohol, even if the employee already holds a safety critical post. Screening in these circumstances will be initiated by HR on submission of the relevant promotion paperwork, in accordance with roles determined "safety critical" by the CR Director.

If the employee refuses to be tested, the employee will not be appointed, and disciplinary action will follow.

9.0 "FOR CAUSE" SCREENING

"For Cause" screening refers to screening to find out whether drugs or alcohol were a factor in an accident or incident, where the person(s) actions or omissions are suspected of contributing to the accident or incident, or the behaviour of the person gives cause to suspect that person is unfit to continue work.

"For Cause" screening could take place at any time whilst at work or on duty of any employee, subcontractor, self-employed or agency worker.

When requesting For Cause through Express Medicals, those sites which operate under 'Rail' will be screened in accordance with the Network Rail requirements. This will involve a urine sample which is sent away directly for laboratory confirmation. Those sites which do NOT operate under 'Rail' will be screened using Point of Contact Testing. An initial negative or non-negative result will obtained and only those non-negative samples will be sent away for laboratory confirmation.

Examples of "For Cause" screening include, but are not restricted to:

- Any accident resulting in death or major injury, excluding suicide or trespass
- Violation of rules or instructions which result in accident or serious incident
- Arriving for work in an obviously abnormal condition
- Smell of alcohol on breath
- Affected by fatigue, drowsiness or a marked loss of concentration
- Justifiable suspicion of drugs or alcohol abuse, either from tip-off / whistleblowing or evidence of drugs or alcohol in the workplace
- Irregular attendance at work / absence from place of duty
- Poor or uncharacteristic work performance

9.1 "For Cause" Screening Post-Accident / Incident

Following a major accident or incident, regardless of individual grounds for cause, screening is mandatory for all persons involved. Accident or incidents which fall within the requirement for screening include:

- All RIDDOR - or those with a potential to become - reportable accidents
- Any accident or incident, which regardless of injury, is of such a serious nature that the CR Director or Senior HSEQS representative specify that screening should be completed

If you are hospitalised as a result of an accident you will only be subject to a "For Cause" test with the consent of the medical practitioner in charge of your case. The nature of the injuries may however require the administration of pain killers which will rule out the ability for D&A screening.

"For Cause" screening post incident / accident will be completed by an approved screening organisation, not by the OH Nurse. The OH Nurse must however be notified by telephone that "For Cause" screening has been initiated.

If it is suspected that a person is unfit for work as a result of being potentially under the influence of drugs or alcohol, a manager or Supervisor can initiate "For Cause" screening.

The person must be advised that screening is being undertaken in accordance with the Drugs and Alcohol Policy, and that refusal will result in disciplinary action being taken. If a subcontract employee is involved their Line Manager or Supervisor must be informed as soon as possible.

If evidence emerges which demonstrates that the donor did not contribute (either through their actions or by their omissions) to the accident / incident they may return to their normal duties pending the results of the laboratory analysis providing their evidential alcohol breath test is 'negative'.

9.1.1 Whistleblowing

In situations where there has been a tip-off either in the workplace or from outside sources a risk-managed approach should be taken by the line manager. For railway operations, if the allegation cannot be substantiated and Operational Safety is put at risk due to reduced staffing levels the donor may return to work providing their evidential alcohol breath test is 'negative' and following authorisation from the Head of HSEQS. However, on receipt of the Interim drug laboratory report (fast track within 6 hours) the donor shall be stood down if a non-negative result if shown for drugs.

9.0 "FOR CAUSE" SCREENING (CONTINUED)

9.2 Delaying the Screening of a Person

Unless there are strong mitigating circumstances (e.g. incapacity due to personal injury), the *alleged* incapacity of an individual should not be accepted as grounds for delaying the screening procedure. In the event of a major accident / incident, where there are grounds to suspect that a person has been involved in the event but is declining to undergo screening on medical grounds, or has been taken to hospital, consent for screening must be obtained from the medical practitioner in charge of the case.

9.3 Action Pending the Arrival of the Screening Organisation

The person(s) concerned shall:

- Be relieved of duty
- Be taken to a safe place
- Be accompanied at all times by a responsible person until screened
- Not be allowed to eat sweets or breath freshening mints
- Be allowed a light snack but this must be from a sealed package
- Be allowed non-alcoholic drinks from sealed cans or bottles
- Be allowed tea / coffee or water
- Be allowed to take medication prescribed by a doctor

A request from the individual to visit the toilet should be declined, if possible, until the screening organisation has arrived. If the individual is not prepared to wait the request should be allowed but the visit should be supervised as closely as possible in the circumstances by the Manager / Supervisor. They should be asked to empty their pockets first and the items should be listed and secured for safekeeping. The taking of any bag or other object into the toilet by the individual should be discouraged. The Manager / Supervisor must keep a record of any food, drink or medication taken and also the time that these were taken. For medication, the Manager / Supervisor must make a note of the name of the drug, the quantity taken and the exact time. Any bottles, tablet wrappings etc. should be kept and handed to the screening organisation on their arrival.

10. RANDOM SCREENING

Unannounced “random” drugs and alcohol screening could take place at any time whilst at work or on duty of any employee, subcontractor, self-employed or agency worker.

RAIL - 5% of sponsored personnel must be tested annually (January to December) with the test being carried out by a RISQS approved supplier.

NON-RAIL - A minimum of 5% of personnel will be subject to unannounced random alcohol and drug screening each year (January to December). This will be carried out by internal chain of custody officers or by a third-party provider.

Unannounced random ‘spot tests’ conducted by the OH Nurse will as a minimum screen six individuals at a time, or the entire site team, whichever is the lowest number. ‘Spot tests’ for drugs will give an immediate non-negative or negative result.

If the spot test is non-negative the individual must be suspended, or in the case of a subcontractor removed from site, until the lab results are received. Note, separate arrangements exist for declared medication and non-negative results, see section 6.6 above for guidance.

A non-negative result requires the sample to be sent off to the lab for confirmation. If after both samples (A and B) are tested and the result is positive (fail), further in-depth testing of the drugs present will be conducted.

Where spot tests give negative (pass) results, unless advised otherwise by the OH Nurse or screening organisation, the individual may return to normal duties after the test.

11. REFUSAL TO UNDERGO SCREENING

Any person refusing to undergo any form of D&A screening, without good cause, will be reminded that refusal to undergo screening will, for employees lead to disciplinary action, and for others lead to their removal from the site / premises.

Refusal to undergo screening shall be treated as a positive (fail) result. Refusal to undergo to screening or search may be treated as gross misconduct under the *VolkerWessels UK Disciplinary Policy* and may result in the termination of employment without notice.

Any employee who, in the opinion of the OH Nurse or collection officer, who unreasonably refuses to cooperate with the screening procedure may be suspended from work and disciplinary action initiated. Subcontractors, the self-employed and agency workers refusing to cooperate with the screening procedure will be removed from site and their manager / supervisor / employer / agency informed immediately.

12. RIGHT TO SEARCH PERSONS OR PROPERTY

VW UK reserves the right to search individuals present on company premises and sites, or their property held on company premises and sites, at any time if there is a suspicion that the prohibition on drugs or alcohol is or has been infringed.

13. CONSUMPTION OF ALCOHOL ON COMPANY BUSINESS AND WHILST NOT AT WORK

Employees who are considered to be on company business but not on call or carrying out safety critical activities, may consume alcohol as part of corporate hospitality given to or received by from clients, or as part of official corporate functions, provided this has been approved by a senior manager.

Personnel who have consumed alcohol whilst on company business as set out in the preceding paragraph must not thereafter:

- Return to their normal place of work
- Enter any depot, worksite or property owned or operated by the company
- Act in the capacity of ‘on call’ manager, or offer themselves to assist in any safety critical activity or incident

14. SCREENING PROCEDURE AND THE CHAIN OF CUSTODY

All screening is undertaken to ensure that employee’s safeguards, confidentiality and dignity are maintained to a high standard at all times. Screening must only be carried out by OH Nurse, RISQS approved organisation, or a VW UK approved and trained chain of custody officer, through the use of ‘spot test’ kits and / or specimen testing by laboratory analysis from a specimen of breath and / or urine. More information is available about our integrated drug testing cups in Appendix B.

Screening may take place in the workplace and at training events and may be carried out at either mobile or fixed collection facilities.

The screening involves testing. Specimens are collected using a strict ‘chain of custody’ procedure which:

- Ensures that safety, health and dignity is protected
- Ensures the safety of the collection officer
- Does not compromise safety duties
- Prevents unauthorised access to specimens
- Prevents specimens from becoming contaminated

Screening for drugs will consist of a urine test to detect the presence of any substance of abuse or drug specified in the section above “Unfit Through Drugs”.

Screening for alcohol will consist of a breath and / or urine test to detect the presence of alcohol in relation to the limits specified in the section above “Unfit Through Alcohol”.

When undertaking drugs and alcohol screening a suitable location must be used to enable the chain of custody requirements to be met and ensure the privacy of individuals being screened. Arrangements must be made for a specific toilet to be made available purely for the purposes of providing specimen samples of urine.

14.0 SCREENING PROCEDURE AND THE CHAIN OF CUSTODY (CONTINUED)

Where the toilet is not contained within the same room as that used by the collection officer, then the specific toilet will be conspicuously marked with the words - “This toilet is being used for drugs and alcohol screening. Access is absolutely forbidden without the express permission of the collection officer in charge of screening.”

Every person undergoing screening will be advised of the process by the collection officer and is required to comply with the screening process. All persons will be asked for proof of identity before undertaking any screening.

During screening, if a spot test detects a drug it is called a “non-negative” result pending confirmation by a laboratory test. The sample given will be split into two, an A sample and a B sample. The A sample will be tested for the non-negative drug group and the lab confirmation will be created. The B sample will be retained by the lab for 12 months. In the event that an individual wishes to independently test the B sample, a request should be made to Matrix within 12 months and they will release the sample to the secondary lab. Further information about the drug screening process is available in Appendix A.

If at any point the donor is unable to provide a urine sample, they will be asked to drink a maximum of 1 litre of water over a one-hour period. If after this time they are still unable to produce a urine sample, then the screening will be deemed as a fail and HR will be informed.

If a urine sample is provided that does not show a temperature reading and / or shows adulterants, then the screening will be deemed as a fail and HR will be informed. A urine sample which is not within temperature range or is outside of the normal range for adulterants shows that the sample is likely to have been tampered with (added water, drinking too much water to deliberately flood ones bodily system, other chemicals have been added or the use of someone else’s sample etc). The option to provide a second sample will not be given.

15. ACTION PENDING RESULTS OF A NON-NEGATIVE SPOT TEST FOR DRUGS

Employees producing a non-negative spot-test result for drugs must be suspended until the lab results are received.

Note, separate arrangements exist for declared medication and non-negative results, see section 6.6 above for guidance.

Subcontractors, self-employed or agency workers producing a non-negative spot-test result for drugs must be removed from site, until the lab results are received.

The OH Nurse will advise the employee(s) that their Line Manager will be notified immediately. Employee(s) will be suspended by their Line Manager or an HR representative if the Line Manager is unavailable at that time.

Whilst the results are pending, the individual will be removed from site and sent home pending the screening results, and if incident-related only after the person(s) has provided a written witness statement for associated incident.

Employees must be instructed to remain off work until contacted by their Line Manager or the HR department. In the case of subcontractors, self-employed or agency workers, subsequent actions are a matter for determination by the subcontractor or agency and the CR Director.

When screening is completed by an external approved organisation, employee, subcontractor, self-employed or agency workers will not be allowed to return to work after screening unless a negative (pass) result has been obtained. Note, ‘spot test’ screening can provide an instant negative (pass) result.

16. ACTION FOLLOWING A FAILED ALCOHOL TEST

If the individual fails an alcohol test with a level above those set in section 6.3 of this Policy they must be suspended, or in the case of subcontract, self-employed or agency workers removed from site. Failure of an alcohol test will automatically result in a two-year suspension for working on any VolkerWessels UK construction site or office.

The OH Nurse will advise the employee(s) that their Line Manager will be notified immediately. Employee(s) will be suspended by their Line Manager or an HR representative if the Line Manager is unavailable at that time.

Employees must be instructed to remain off work until contacted by their Line Manager or the HR department. In the case of subcontractors, self-employed or agency workers, subsequent actions are a matter for determination by the subcontractor or agency and the CR Director.

17. DRIVING FOLLOWING NON-NEGATIVE 'SPOT-TEST' FOR DRUGS, 'FOR CAUSE' SCREENING OR FAILING FOR ALCOHOL

Any person who fails an alcohol test with a level above the legal driving limit, will be advised they are unfit to drive and their Line Manager will be notified. Any person whose 'spot-test' shows non-negative for drugs and who show signs of being under the influence of drugs and are therefore deemed to be impaired, will be advised they are unfit to drive and their Line Manager will be notified.

Where person(s) have been screened in accordance with 'For Cause' scenarios, for example following an accident involving a major injury, and screening is being conducted in accordance with Network Rail procedures; initial screening is not conducted using integrated pots or cups, the samples are sent straight to a laboratory for analysis and confirmation. Whilst the outcome is pending, Line Managers / Supervisors of those screened must make an assessment of whether anyone may be impaired through alcohol or drugs and is unfit to drive. Deciding factors will include each person's proximity / role in relation to the accident. Line Managers / Supervisors can obtain additional guidance from a Senior HSEQ representative or the CR Director.

In the case of employees, Line Managers will discuss or make alternative arrangements for travel as they must not be permitted to drive, and if driving a company commercial or company-supplied vehicle the Line Manager must remove the vehicle keys from the driver's possession. In the case of subcontract, self-employed or agency workers, this action is the responsibility of the employer or the self-employed but the VW UK senior site representative must ensure that these measures are being enforced.

Any person who refuses to acknowledge that they are unfit to drive and persists in their intention to drive will be advised by the collection officer / OH Nurse and / or Line Manager that the police may be contacted, in the interests of their own safety and that of the public. In these circumstances the CR Director must be contacted immediately.

Drivers will be made aware that by failing to comply with these requirements they may be committing a criminal and / or disciplinary offence by driving whilst impaired.

Employees will be able to return to driving a company commercial or company-supplied vehicle if the laboratory screening returns a negative (pass) result.

18. TEST RESULT DOCUMENTATION

Results of tests for drugs and alcohol shall be kept confidential and reported to Line Managers, the respective Managing Director, the OH Coordinator, the CR Director, HR and those tested.

The OH Nurse, OH Coordinator, and HR will retain all documentation from alcohol and drug screening. Records will be maintained in the OH database. Records of all drugs and alcohol certificates and test results shall be retained for a period of not less than 16 years from the date of screening. Records of positive tests shall be retained indefinitely.

Documentation from screening carried out by approved screening organisations will be sent direct to the OH Coordinator.

Results from screening for 'Competence Specific' medicals including Personal Track Safety (PTS), will be retained by the OH Nurse and the SENTINEL Coordinator.

19. POSITIVE (FAIL) RESULTS

Following 'spot testing' for drugs, the individual will be notified of the test result - negative (pass) or non-negative. Any non-negative results will be sent to the testing provider for laboratory analysis, to verify the result and if positive (fail) to determine the exact drug(s) detected in the specimen.

Following tests from approved external third-party screening, and further testing following a non-negative 'spot test', individuals will be notified of the test result - negative (pass) or positive (fail) - together with details of any positive (fail) result and a copy of the certification.

Where laboratory analysis shows positive (fail) for medicines that have been from declared medication this will be recorded by the laboratory as '*Pass consistent with declared medication*'.

Where laboratory analysis shows positive (fail) and no declaration has been made and the positive result is consistent with undeclared therapeutic medication the result will be recorded by the laboratory as '*Fail consistent with undeclared medication'*.

If the laboratory confirms over the counter medication, the test *may* be confirmed as a pass after the candidate has been interviewed by a medical officer and has given satisfactory explanation for the presence of the drug. The candidate MUST be able to produce the drug taken, the packaging and if necessary a prescription. The interview must take place within 24 hours of a '*non-negative'* result being issued.

If the laboratory confirms illegal drugs, this result will then be confirmed as a positive (failed) test. Failure of a drug test, which is not consistent with declared medication, will automatically result in a two-year suspension for working on any VolkerWessels UK construction site or office.

20. DISCIPLINARY ACTION

20.1 Breach of Policy

Employees found to be in breach of this Policy will be subject to disciplinary action which may include dismissal without notice on the grounds of gross misconduct.

Employees may be dismissed for any of the following breaches, (not an exhaustive list):

- Failing an alcohol test with a level above those set in section 6.3 of this Policy
- Screening positive for drugs
- Refusing to take a drug and / or alcohol test
- Reporting for work when unfit through drugs or alcohol
- Consuming drugs or alcohol whilst on duty (except in the circumstances set out in section 13.0 above)
- Declining to undertake a prescribed course of treatment for a drug or alcohol related problem or discontinuing treatment before the intended outcome of the treatment

Employees failing to report taking any medication that may impair their ability to work safely, or may affect the safety of others, before commencing duty will be subject to disciplinary action. The circumstances of each individual situation will be considered in order to determine the action taken but may be considered to amount to gross misconduct.

Employees who are not SENTINEL Competence Card holders, who were dismissed on the grounds of gross misconduct for being in breach of this Policy, will not be considered for re-employment until at least six months have elapsed from the date of the original test. In accordance with this Policy they will be required to pass an alcohol and drug test, and will be subject to an individual regime of unannounced screening for at least a further 12 months.

20.2 Right of Appeal

If dismissed you have the right to appeal in accordance with the *VolkerWessels UK Disciplinary Policy*.

20.3 Actions Relating to Subcontract, Self-Employed or Agency Employees

If any person contravenes the requirements of this Policy, they will be required to immediately cease work and leave site. The subcontractor's supervisor or manager, or employing company, must be informed as soon as possible. The subcontractor or agency will be required to confirm in writing that the individual concerned will not be engaged in any further work. This will be in addition to any other remedy or sanction available under the terms of any contract.

Subcontract, the self-employed or agency staff in breach of this Policy will be banned from working on any VolkerWessels UK project or office. Subcontract, the self-employed or agency staff banned from working at VW UK projects or offices for being in breach of this Policy will not be permitted to return until at least six months after the date of the original test (regardless of employer). In accordance with this Policy they will be required to pass an alcohol and drug test, and will be subject to an individual regime of unannounced screening for at least a further 12 months.

If any subcontractor or agency fails to comply with the arrangements set out in this document, VW UK may require the company to immediately cease work and remove all staff from site until such time as full compliance is achieved.

20.4 Rail Competency Certification

Anyone found to be in breach of this policy through screening at pre-employment medical examination having not previously held a SENTINEL Competence Card, will not be permitted to become a SENTINEL Competence Card holder and will not be employed. The fail result will be recorded on the SENTINEL database. You will not be permitted to become a SENTINEL Competence Card holder or be employed until five years have elapsed from the date of the original test; you will then be required to pass an alcohol and drug test and be subject to an individual regime of unannounced screening for a least a further two years.

Any individual holding any SENTINEL Competence Card who fails an alcohol and / or drugs screening test must immediately have this certification removed by their line manager. This must be forwarded to the SENTINEL Coordinator for retention. The fail result will be recorded on the SENTINEL database and the SENTINEL Competence Card will be cancelled. Employees will normally be subject to summary dismissal.

20.0 DISCIPLINARY ACTION (CONTINUED)

20.5 Client Notification

Wherever contractual requirements dictate, clients will be notified of any positive (fail) test which results in disciplinary action. This notification will be completed by the senior site representative.

21. GUIDANCE ON THE DETECTION OF DRUG OR ALCOHOL ABUSE PROBLEMS

21.1 Early Detection of Symptoms

It is realised that not all those with an alcohol and drug related problem will voluntarily seek assistance. Managers and Supervisors should be aware of signs of abnormalities of behaviour which may indicate there is a problem.

Managers and Supervisors should also be aware however, that such signs may not necessarily be related to drug or alcohol abuse but in the absence of an acceptable explanation from the individual concerned, might indicate the need for positive intervention including 'for cause' screening.

Identification of employees with drug or alcohol related problems is considered to be in their own interests and should be a necessary element of the policy of treatment and rehabilitation. Managers must put their responsibility for the safety of operations first and foremost and any action to help individuals must be taken within this context.

If an employee is suspected of having an alcohol or drug related problem because of its characteristic signs, it is essential that tact and diplomacy is used and total confidentiality practised in any approach.

21.2 Where Suspicious Circumstances are Observed

Where suspicious circumstances are observed but there is no admission of a problem by the individual the employee should be referred to the OH Nurse, who may subsequently refer the individual for counselling.

21.3 Where a Specific Problem is Admitted

If an employee believes they have, or are developing, a problem of drug or alcohol abuse in the first instance they should approach their Line Manager, the HR department, or the OH Nurse. All disclosures will be treated in the strictest confidence.

Line Managers must arrange for the employee to be relieved of normal duties pending further discussions, and includes consideration of their ability to drive a car or commercial vehicle. Drivers have a duty themselves to ensure that they are fit to drive.

The individual must be referred to the OH Nurse (if not already aware) who will subsequently refer the individual for counselling.

The company will provide employees, who identify a problem and report it to the company in advance of being asked to submit a test under the terms of this Policy, with all the necessary support, guidance and help, assisting in restoration to good health and general rehabilitation in every reasonable way. Any employee who knowingly has, or may be developing, a drug or alcohol related problem should be allowed to approach their Line Manager, the HR department, or the OH Nurse at any time.

Employees must continue an agreed course of treatment for a drug or alcohol related problem.

Where persistent or heavy drinking or drug abuse is diagnosed, the counsellor / doctor will advise on a course of treatment. The individual's Line Manager must be advised on the type of work on which the individual should be employed in the interests of safety and efficiency pending restoration to good health. Respect for the individual's right to confidentiality must be maintained and restricted to those who have an absolute need to know. Self-declaration of a drug or alcohol related problem after involvement in an incident or after selection for drug and alcohol screening will remove the option of involvement in the rehabilitation process for an individual and will lead to disciplinary measures.

21.0 DISCIPLINARY ACTION GUIDANCE ON THE DETECTION OF DRUG OR ALCOHOL ABUSE PROBLEMS (CONTINUED)

21.4 Drug or Alcohol Related Criminal Charge

The company require any employee who is charged with a drink or drug related offence to declare, verbally and in writing, the details of the charge.

In the best interests of safety, employees charged with a drink or drug related criminal offence, and who report this matter must not be allowed to commence their normal duties related to safety unless the employee satisfies the requirements of the respective Managing Director, HR Director and CR Director.

The first priority for the Line Manager should be to determine, as far as possible, the background to the charge and the relationship of the charge to employment policies. This should enable the manager to decide whether any action is necessary as a preliminary to the employee resuming normal duties. It may be necessary to obtain the opinion of a medical practitioner at this early stage and to employ the individual in other than normal duties at the person's substantive rate of pay pending the outcome of a medical examination and assessment. However, after the initial evaluation, the employee concerned should not automatically be placed under investigatory suspension or removed from their post.

Each case must be considered on its own merits.

An employee reporting such a charge should be kept under management surveillance until the case is heard. If the charge leads to conviction it may be necessary to consider dealing with the matter in accordance with the disciplinary procedure, taking due regard for the nature of the criminal offence and the duties and responsibilities of the employee's post. HR may conduct an investigation and may take action independently of any criminal action.

Where it becomes known that an employee has failed to declare details of a drink or drug related criminal charge the failure should be dealt with under the *VolkerWessels UK Disciplinary Policy*.

22.0 COMMUNICATION OF THIS POLICY

All employees must be made aware of:

- This VW UK Policy on drugs and alcohol
- The consequences of disciplinary action resulting from a breach of this Policy
- The occasions when drugs or alcohol screening is required

The Policy must be:

- Available to every employee
- Reissued after any major revisions
- Exhibited at all depot / site offices

23.0 ARRANGEMENTS FOR SUBCONTRACTORS AND AGENCIES

It is a requirement that any subcontractor or agency engaged by the company cooperates fully with the policy set out within this document.

The subcontractor or agency is required to bring the contents of this document to the notice of all their staff. This will include any direct staff and any person engaged on a self-employed basis. The subcontractor, if further subcontracting the work to another party, will be responsible for ensuring any organisation engaged fully complies with the arrangements set out in this Policy.

VolkerWessels UK reserves the right to be informed of any drugs and alcohol screening conducted by subcontractors or agencies of individuals working on VW UK projects / contracts. VW UK will permit subcontractors and agencies to conduct 'for-cause' or 'random' drugs and alcohol screening, providing their process for screening is in accordance with the requirements of the VW UK Policy. The results of these tests must be disclosed to VW UK in the strictest confidence.

APPENDIX A - Drug Screening Process

This information sheet has been prepared to inform you of what to expect when you give a urine sample to test for the presence of drugs in your body. It is not intended to be a precise description of the steps that the chain of custody officer will follow or the order in which they will be carried out.

You will be asked for proof of your identity, normally through a photo-ID. If you do not have one the chain of custody officer will need to verify your identity before the test can commence, if they cannot verify your identity then the testing process will end.

You will be asked to provide a fresh specimen in a toilet cubicle that has been prepared by the chain of custody officer to ensure the integrity of the sample collection and test result. If the sample or testing cup is tampered with, then the result will be deemed as a positive and you will have failed the test.

DRUG TYPES

The drugs that you will be tested for include the following drug types:

- Amphetamines
- Barbiturate
- Benzodiazepine
- Buprenorphine
- Cannabis
- Cocaine
- K2/Spice (gen 1)
- Ketamine
- Methadone
- Methamphetamine
- Opiate
- PCP
- TCA

The specimen will be tested for the presence of drugs (illegal and legal). If the test shows a non-negative reaction, then your urine sample will be decanted into 2 vials. The samples will then be sealed using barcode seals, securely packaged and sent to a laboratory for confirmation analysis. The laboratory confirmation analysis will identify the exact substance that caused the reaction to the test. It takes 7 working days for the results to be returned. Do not worry if you are taking medication you have declared as the laboratory confirmation analysis is able to differentiate between illegal drugs and medication taken.

MEDICATION

Please try and remember the names of any medication you may have taken for headaches, colds, allergies etc. These may have been prescribed by your doctor or bought from a chemist. If you have taken alternative or herbal preparations then declare these on the consent form. All medical information disclosed on the consent form will be confidential.

Have you taken any medicines prescribed by your doctor for regular or occasional use e.g:

- Antibiotics
- Foreign Travel
- Eye Drops / Inhalers
- Sleeping Pills

Have you taken any non-prescribed medicine for:

- Allergies
- Headaches
- Coughs and Colds
- Travel Sickness
- Decongestants
- Other Pain

Have you had any injections or local anaesthetics from a:

- Doctor
- Hospital
- Dentist
- Midwife

THE TEST RESULT

If there is an initial non-negative test result then you have two options:

- If you **do not wish** to have your sample sent for laboratory confirmation analysis, you will be required to complete the declaration on the form and the test will finish and we will follow our internal procedures, in accordance with this Drugs and Alcohol Policy
- If you **do wish** to have your sample sent for laboratory confirmation analysis, then we will follow our internal procedures until the laboratory result is obtained, in accordance with this Drugs and Alcohol Policy

APPENDIX B - Integrated Cups

PoCTs (point-of-care or point-of-collection tests) are sometimes referred to as instant drug tests. They are small, easy to use, portable kits that are used to screen individuals for drugs of abuse at the place of sample collection.

The process begins with the collection of a bodily fluid sample from the person to be screened. This is typically urine or saliva, or sometimes sweat. VolkerWessels UK's preferred bodily fluid sample is urine. Urine is collected for all drug and alcohol screenings, VolkerWessels UK do not use saliva or sweat samples. The collected fluid is absorbed by the kit and a so-called 'immunoassay screening test' happens.



Imagine the fluid sample as a bunch of keys and the PoCT as a series of locked doors. Each door represents a specific drug and individual keys represent the chemical make-up of the fluid sample. Each key attempts to open each door and if none of the doors open (because none of the keys fit any of the locks), the sample is deemed to be drug- free (negative). However if a key opens a door, a drug has been detected (non-negative). Because each door is specific for a different drug, you know which precise drug is being detected.

All PoCTs have a 'cut-off'. This is the smallest concentration at which a drug can be detected by a PoCT device in any given sample. If the concentration of a drug is below the cut-off for that drug, the device indicates a negative result. If the drug concentration is equal to or above the cut-off, then the device indicates a non-negative result which is presented as a missing line on the results panel.

PoCT devices are never 100% accurate due to the nature of the immunoassay reaction upon which they work but they are ideal for use during initial screening. VolkerWessels UK uses this method of screening to separate out the negatives from the non-negatives in a quick and cost effective manner. When presented with a non-negative result from a PoCT device, laboratory analysis is a fundamental part of the testing process to confirm results and to eliminate potential false positive arising from some PoCT devices. Where positives are concerned, if action is to be taken, then the screening panel is not legal evidence on which to base any disciplinary action. By doing a confirmation laboratory test the results gained from testing are legally defensible, providing the chain of custody procedure has been followed throughout. This means disciplinary action can be taken with the knowledge that the testing procedure is robust and withstands any challenge by the individual.

In conclusion, PoCT devices provide an "instant" result, allowing an employer to react swiftly to possible drug abuse within a company, with minimal workforce disruption. They also cost less than laboratory-based alternatives.

24.0 IMS AUTHORISATION

Document owner approval:

Adrian Shah-Cundy, CR Director - 11.03.2022

Approval for IMS:

Andria Georgiou, IMS Cordinator - 11.03.2022