



PTSG

PREMIER TECHNICAL
SERVICES GROUP LTD

Niche Specialist Service Provider

Drug and Alcohol Policy

PTSG Drug and Alcohol Policy

1. Statement

Following a regular risk assessment review, Premier Technical Services Group Ltd (PTSG) and its constituent companies believe it is necessary to introduce a more substantial drug, substance, and alcohol screening process to lower the potential risk to employees from possible drug, substance, and alcohol use.

PTSG operates a zero tolerance to non-prescribed drugs and defines the consumption of being under the influence of alcohol as being above 20mcg/100ml BAC (blood alcohol content) or 9 mcg (microgrammes)/100ml BrAC (breath alcohol content).

Any employee, contractor, or person engaged to work directly or indirectly reporting for duty, either under the influence of drugs or substances, or having consumed drugs before work or on the premises, or with an alcohol level above that accepted by the company is in breach of company policy.

Failure to comply with the terms of the drug and alcohol policy is considered gross misconduct and will initiate disciplinary action and may lead to dismissal.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. We intend to prevent substance abuse and we would like to encourage those who use drugs or abuse alcohol to seek help in overcoming their problem. In this way, fully rehabilitated abusers who remain drug-free could return to work as employees in good standing. Nevertheless, issues of safety must be paramount given the high-risk nature of the activities we undertake. We will not tolerate employees attending work where there may be a risk to their own or others' safety.

2. Drug Policy

Drugs are defined as illegal substances as listed under current laws which may change from time to time, or medicines used without prescription or in excessive (above therapeutic) doses.

Medicines are defined as those prescribed to the employee or bought over the counter. All medicines that have the possibility of affecting someone carry warnings of "*may cause impairment or drowsiness*". The use of these impairing medicines must be reported to the company to see if it is safe to continue performing a particular type of work.

Substances are those which may carry warnings against consumption inhalation or ingestion such as glue, solvents, and vapours, and are likely to affect health and safety.

All employees, on seeing a doctor are to explain their safety-critical role and request that non-impairing medicines are to be prescribed where possible. If such a medicine is not possible, the employee must report the consumption of an impairing medicine to the company, failure to do this may result in disciplinary action. Any employee found in possession of illegal drugs or consuming an illegal drug or substance on the premises in contravention of the Misuse of Drugs Act 1971 or Health and Safety at Work Act 1974 will be considered in breach of the company policy and will enter disciplinary procedures likely to result in dismissal. The suspect drug or substance will be confiscated, and the police will be informed.

3. General Procedures

The drug, substance, and alcohol screening process will begin at the time of the employee's health and safety induction training. All screening and testing will be performed confidentially and discreetly, testing will be by oral fluid collection performed by a trained collector. If a non-negative is seen at the point of

drug screening, the employee is notified of the non-negative result and explained that the next step is to provide a sample for laboratory confirmation purposes.

If an employee reporting for work is visibly impaired or unable to properly perform required duties because of alcohol or illegal drug use, they will not be allowed to work. The employee's supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If in the opinion of the supervisor, the employee is considered impaired, the employee should be sent to a medical facility for drug testing by safe transportation alternatively, depending on the determination of the observed impairment, they shall be accompanied by the supervisor or another employee if necessary.

An impaired employee will not be allowed to drive.

4. Employee Drug and Alcohol Abuse Testing

PTSG will conduct sampling under the following headings: Random, For Cause, or On Suspicion.

- **Random** screening may involve a percentage of the workforce each month.
- **For Cause** screening is when an incident is reported to the company and requires a drug screen (using oral or urine sampling methods) as the company sees fit.
- **On Suspicion** screening takes place because a suspicion has arisen and the company has to eliminate the possibility of drugs or alcohol.

All safety-critical employees will be subject to drug and alcohol screening.

All screening and testing will be performed confidentially and discreetly to respect employee confidentiality. Drug screening will be by oral fluid collection performed by a trained collector.

Failure to participate in, provide a sample, or attempts to pervert the results of a screen or confirmation sample will be seen by the company as a serious case of gross misconduct. The disciplinary procedure sees this as cause for immediate termination of employment.

If a negative result is identified at the point of drug screening, the result is recorded and the employee returns to duty.

If a non-negative is identified at the point of drug screening, the employee is notified of the non-negative result, and it is explained that the next step is to provide a further sample for confirmation at an accredited laboratory.

There is no guilt attached to the donor at this point in the testing process, as it is only a non-negative result identified during the initial screening test.

The laboratory analysis requires two samples to be collected in independent vials, each will be sealed with a tamper-proof evidence seal which is barcoded and form part of the laboratory consent paperwork. Once the two samples have been collected, both vials will be placed in the evidence bag with a carbon copy of the consent form and sealed in the presence of the donor, the samples will then be sent by post to the independent laboratory. The donor will also receive a carbon copy of the laboratory consent form.

The donor shall be permitted by the company to have the second sample retested, at the donor's expense, at a laboratory, which must be licensed and approved by the relevant authorities, the second laboratory

must test at equal or greater sensitivity for the drug in question. In this event, the donor shall instruct PTSG to notify the laboratory of the donor's intention and chosen laboratory location to ensure the chain of custody is maintained. Donors cannot instruct the laboratory directly.

In the unlikely case of a urine sample being required, arrangements will be made to have samples collected by trained external personnel with appropriate facilities as necessary.

Witness for both sides may be present for the screen or the confirmation sampling. Waiting for a particular person who may not be on shift or at a different location is not acceptable and will be considered an attempt to pervert the sampling process.

The employee may submit information to explain or contest the test results, and why the results do not constitute a violation of the company policy.

After providing the sample, the employee will be suspended and sent home on full pay until the result is received from the laboratory. The employee will be notified of the result in a period of approximately five working days.

In certain situations, such as **For Cause** or **On Suspicion** testing, it may be necessary, as deemed by the collector and or company, to move directly to a laboratory confirmation method without a screening test being performed.

The methods of sample confirmation are open and at the discretion of the company.

Testing positive (through laboratory confirmation) will be dealt with through a formal hearing as per the company disciplinary procedures, if upheld, the outcome will be (anything from) immediate dismissal (through second chance but closely monitored by further testing, or to a rehabilitation course with counselling and further intense screening).

The decision not to terminate employment will be that of the Group Managing Director.

5. Testing Costs

PTSG shall pay all associated costs for drug screening and confirmation reports which are required. An employee shall pay the costs of any additional drug tests as outlined above.

6. Alcohol Policy

The company defines the consumption of/being under the influence of alcohol as being above 20mcg/100ml BAC or 9 mcg/100ml BrAC.

For your information, the drink-drive law for England, Wales, and Northern Ireland has a limit of 80mcg/ml BAC and 35mcg/100ml BrAC.

The legal drink-drive limit in Scotland is lower than elsewhere in the UK, the legal alcohol limit is reduced to 50mcg/100ml BAC and 22mcg/100ml BrAC. The reduction came into force on 5 December 2014.

Alcohol will be screened for with a breath alcohol device (breathalyser) and if the device shows 'Alcohol' during the initial screen (indicating the presence of alcohol in the breath sample), a second confirmation reading will be taken after a 20-minute interval using a breath tube which will provide the collector with a confirmation BrAC figure.

The screening will be performed by a suitably trained collector using a calibrated instrument or an external contractor may be instructed to take the two samples using their own equipment, in this instance, the reading from the second of the two samples is taken as the reading for comparison with the company policy levels.

Employees providing a confirmation sample below the company (9 mcg/100ml BrAC) will be permitted to continue working, the result of the confirmation will be recorded and the divisional management team, Group H&S Director, and Group Managing Director notified.

Employees providing a confirmation sample above the company (9 mcg/100ml BrAC) but below the legal drink-drive limits (35mcg/100ml BrAC or 22mcg/100ml BrAC (Scotland)) will initiate the disciplinary process and may be suspended from work immediately and may also be prevented from driving company vehicles.

Employees providing a confirmation sample above the legal drink-drive limits (35mcg/100ml BrAC or 22mcg/100ml BrAC (Scotland)) will initiate the disciplinary process, will be suspended from work immediately, will be prevented from driving company vehicles, and may be reported to the police should it be found they have driven a company vehicle above the legal limits detailed above.

The consequences of failing the alcohol screen (being over the Group permitted alcohol limits and/or drink-drive law regardless of which location throughout the UK) will instigate a formal disciplinary hearing, the outcome may be immediate dismissal.

The company reserves the right to request a sample of urine or blood for laboratory confirmation.

Refusal to participate in or attempt to pervert any part of the alcohol screening process is considered gross misconduct and may result in dismissal.

This policy and its terms will be reviewed regularly and modified as required by any changes in legislation.

7. Employee Assistance and Alcohol/Drug Rehabilitation Programs

The employee's decision to seek prior assistance from rehabilitation programs will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding and the company will strongly encourage employees who suspect they may have a problem to seek assistance. On the other hand, using the programs will not prevent disciplinary action when facts showing a violation of this policy are obtained.

8. Grounds for Termination/Discipline

Illegal substance use

An employee having possession of, being under the influence of, or using, consuming, transferring, selling, or attempting to sell or transfer any form of illegal substances while on company business or whether on duty or not is guilty of misconduct and is subject to discipline, including immediate termination or immediate suspension with or without pay from employment, even for the first offence.

Alcohol abuse

An employee who is under the influence of alcohol at any time while on company business will be considered guilty of misconduct and is subject to disciplinary procedures, including immediate termination or immediate suspension with or without pay from employment, even for the first offence.

9. Statement of Confidentiality

The company and drug and alcohol rehabilitation professional bodies and their agents who receive or have access to information concerning drug tests shall keep all information confidential.

Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, except where such release is compelled by a hearing officer or a court or where deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding.

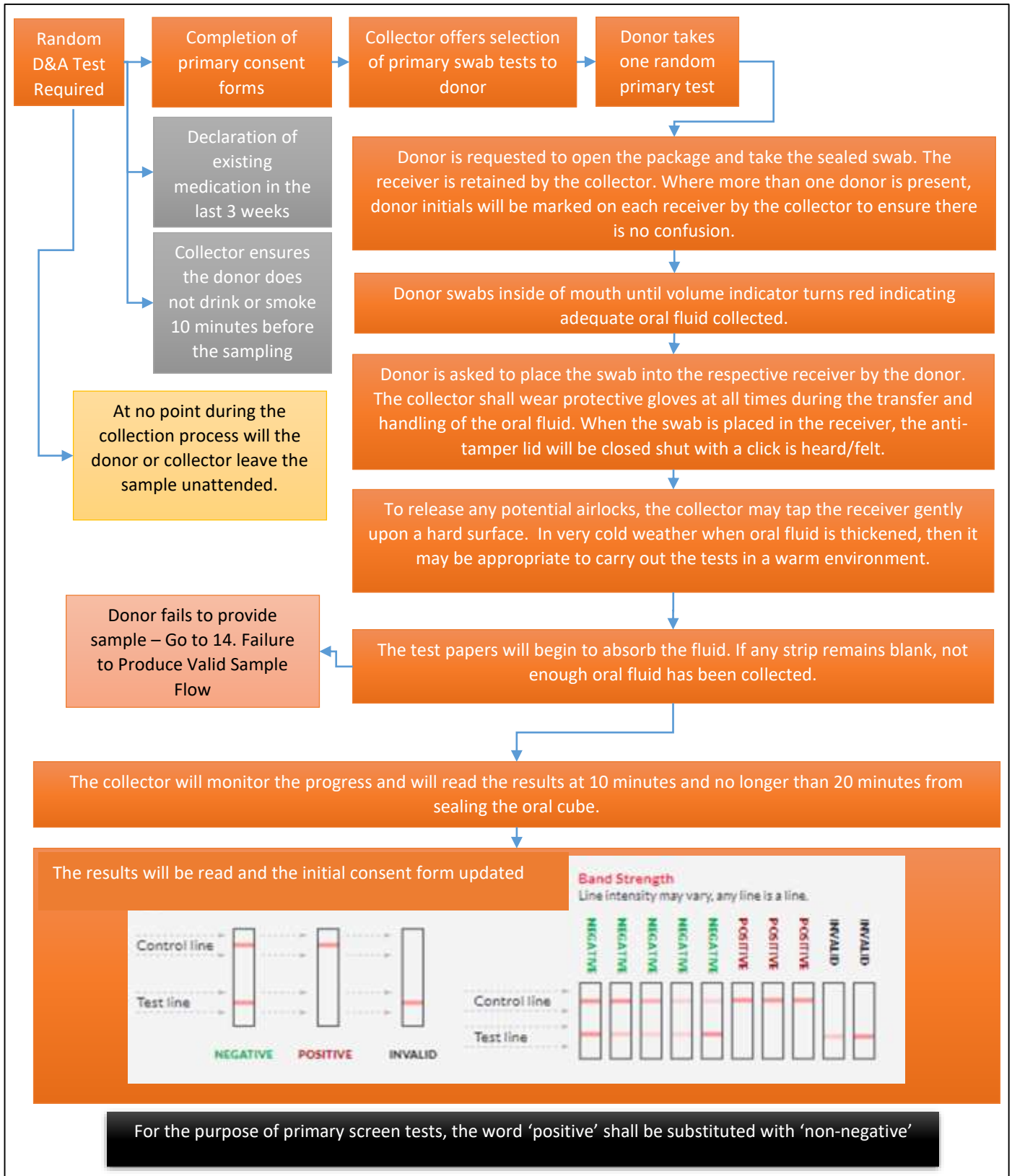


[Signed for and on behalf of the group]

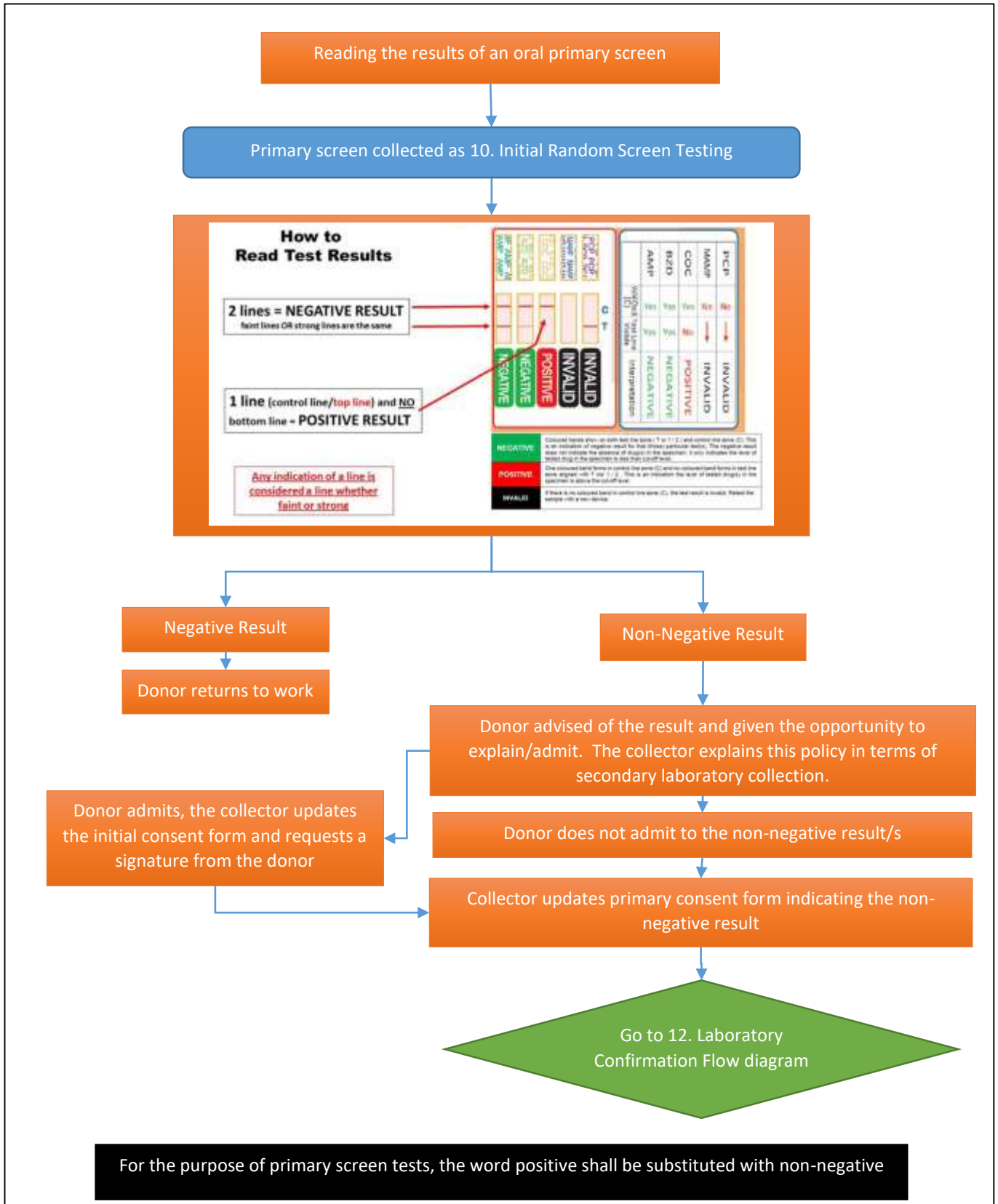
T Wilcock FIIRSM RSP Grad IOSH PIEMA MInstRE
Group Director – Health & Safety

PTSG Drug and Alcohol Process Flow

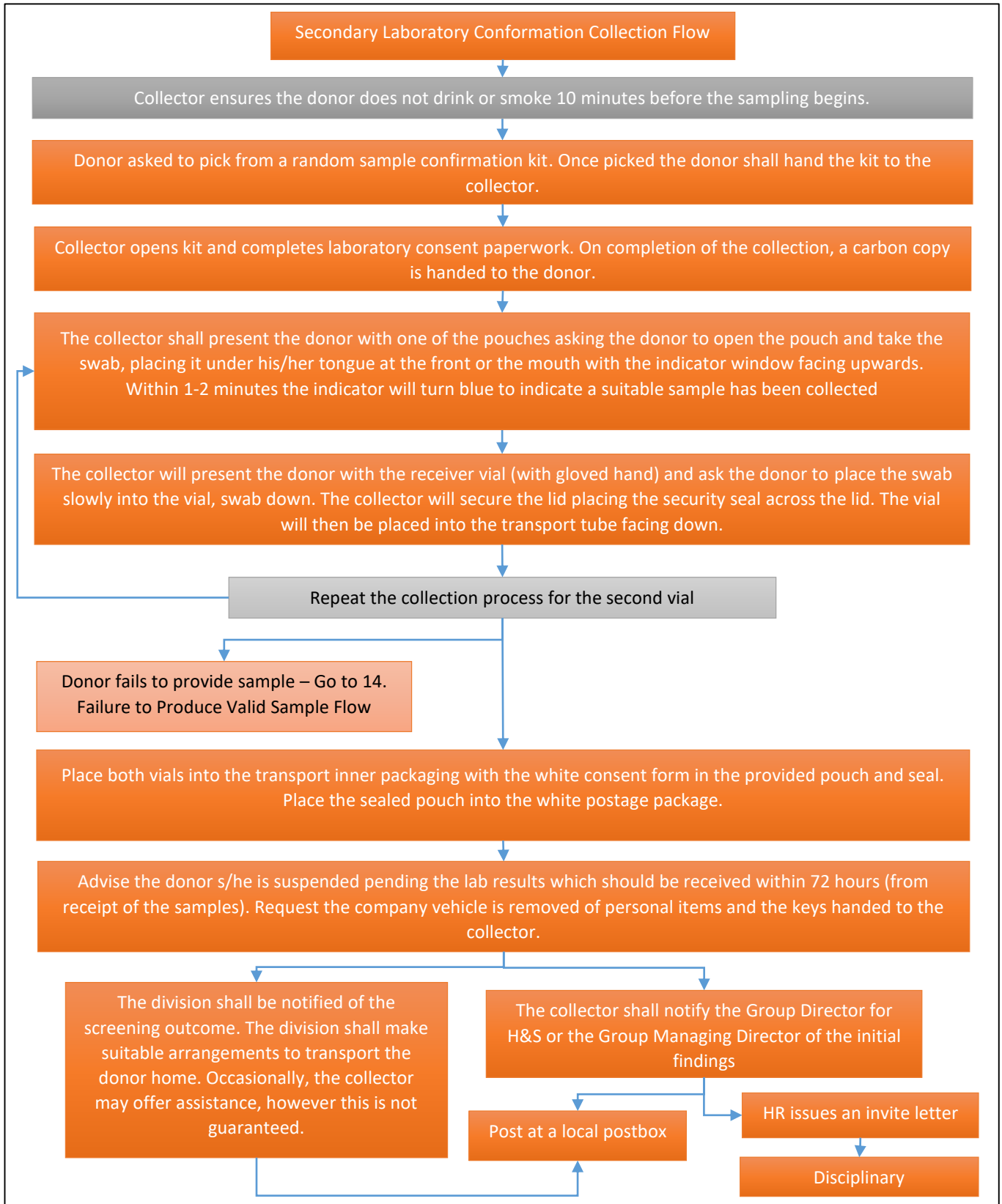
10. Initial Random Screen Testing Process Flow



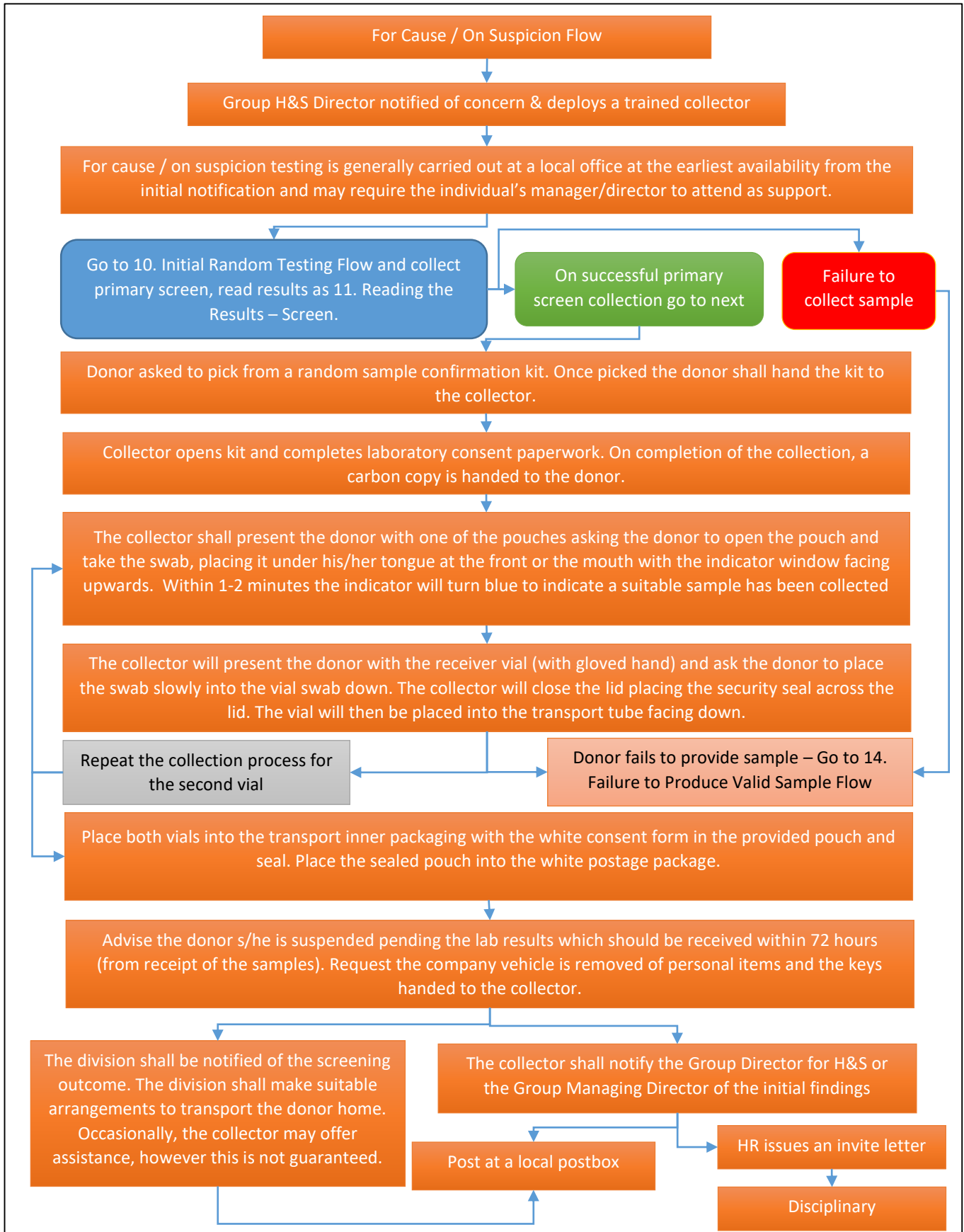
11. Reading the Results – Screen Process Flow



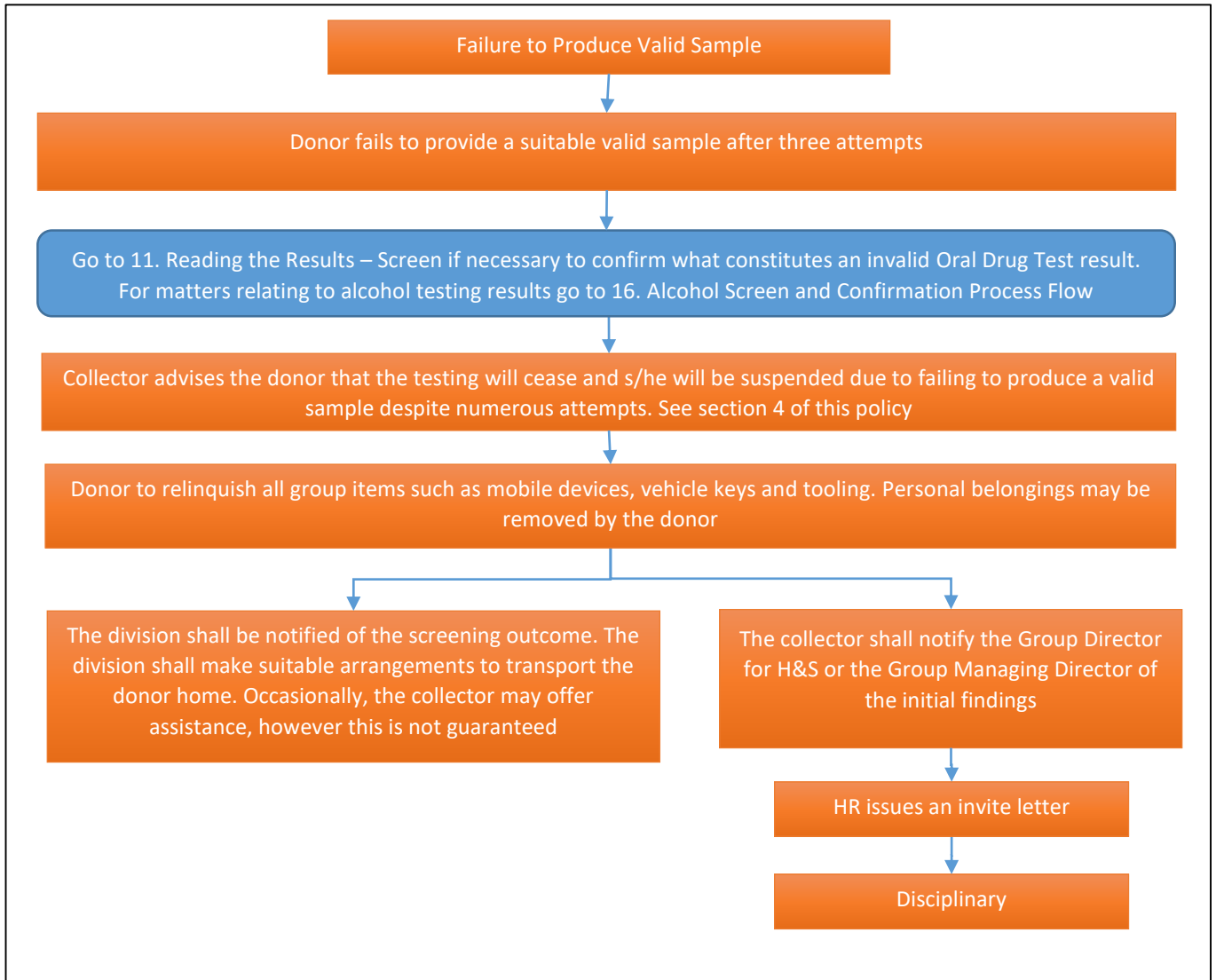
12. Laboratory Confirmation Process Flow



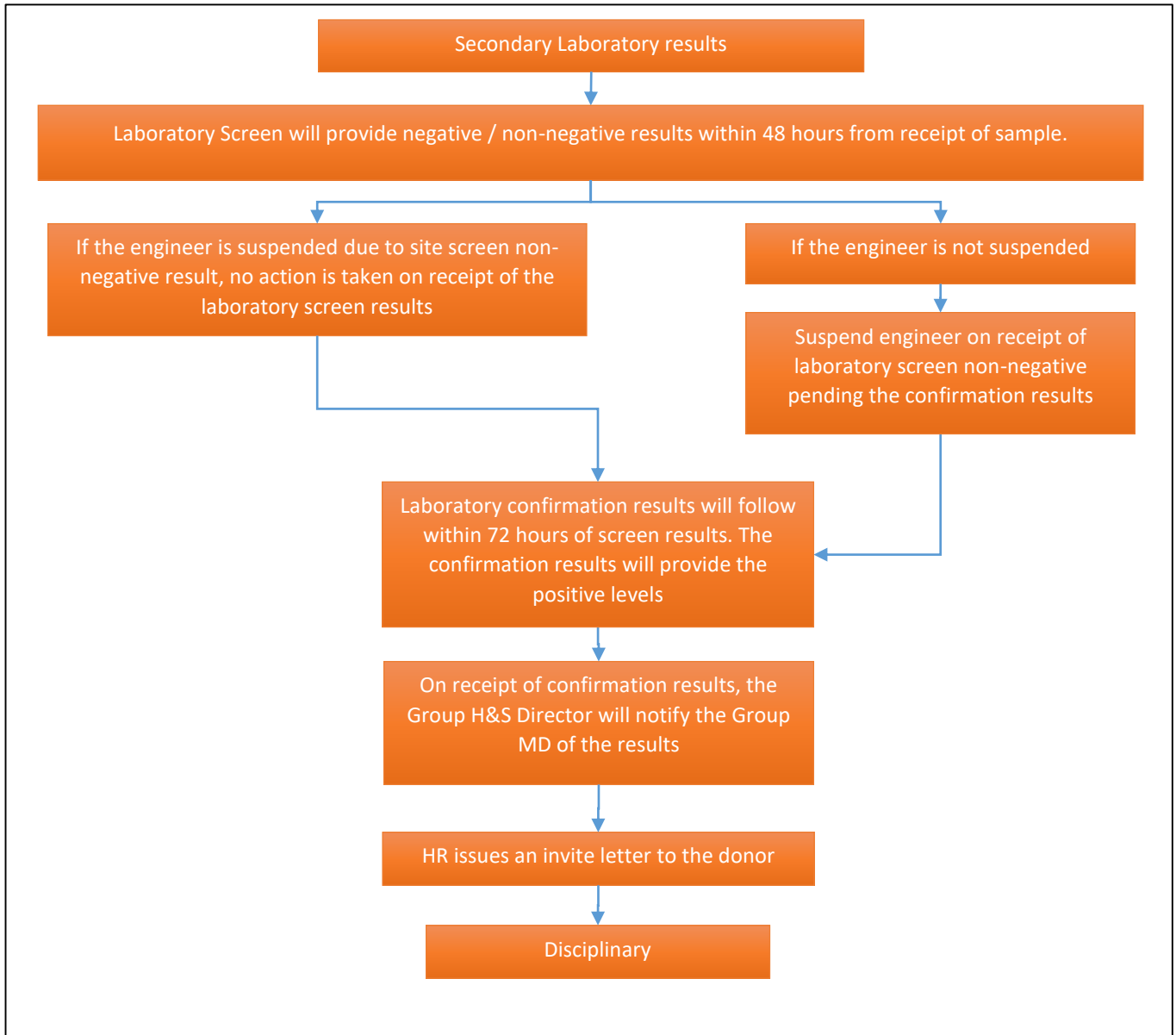
13. For Cause / On Suspicion Process Flow



14. Failure to Produce Valid Sample Process Flow



15. Secondary Laboratory Results Process Flow



16. Alcohol Screen and Confirmation Process Flow

