

ISS Labour's number one priority is the safety of our workforce. Alcohol and some drugs affect people's ability to work safely so we cannot tolerate the risk their use brings to our operation.

This policy applies to all ISS Labour Ltd workers, contractors, visitors and those affected by our works. It is fully supported by the Senior Management Team and sets out how we reduce the risks associated with members of our workforce being unfit through drugs or alcohol as low as reasonably practicable whilst complying with the requirements of:

The Transport and Works Act 1992 | Railway Industry Standard 8070-TOM | Network Rail Company Standard NR/L1/OHS/051

ISS Labour Ltd Workers, Contractors, Visitors and those affected by our works

Must not come in to work in an unfit state through drugs or alcohol

Must not consume alcohol whilst at work

Must not use, possess or supply any drug of abuse whilst at work or on ISS Labour Ltd premises

Must not discontinue an agreed course of treatment for a drug or alcohol related problem without good reason

Must tell their manager/ person in charge if they are taking any medication (whether prescribed or bought "over-the-counter") which may affect their ability to work safely

Must tell their manager/ person in charge if they believe they have or may have a drug or alcohol related problem

Must undergo testing for drugs and/or alcohol when requested to do so

Must tell their manager/ person in charge upon return to work, if they are charged by the police with a drink or drugs related offence

An unfit state through drugs means having taken or had administered a dosage of any drug that could affect a person's ability to work safely, or one or more drugs of abuse including, but not limited to, the following:

Amphetamines | Cannabis | MDMA (ecstasy) | Opiates | Benzodiazepines | Cocaine | Methadone | Propoxyphene

An unfit state through alcohol means more than:

29 milligrams of alcohol per 100 ml of blood | 13 micrograms of alcohol per 100 ml of breath | 39 milligrams of alcohol per 100 ml of urine.

We have processes in place to provide workers and contractors with information regarding this policy and on the risks associated with drugs and alcohol.

These include:

Briefings | inclusion of matters related to drugs and alcohol in training courses | worker handbooks

We encourage all members of our workforce to tell their manager/ person in charge if they have or believe they may be developing a drug or alcohol related problem.

We will always support and assist any worker who reports such a problem to their manager/ person in charge prior to being selected for drugs and alcohol testing, so long as they remain within the requirements of any agreed programme of rehabilitation.

We have procedures in place for the testing of our workforce to detect drugs and alcohol

Testing takes place as a matter of routine:

At pre-employment and routine medical examinations | If there are grounds to suspect that an employee or contractor is unfit through drugs or alcohol | Following accidents or serious incidents.

Testing will always be carried out in a way that protects the dignity of the person being tested and maintains confidentiality in respect of the testing process and any medication being taken which may affect the results of the test.

A strict chain of custody is maintained at all times to protect the integrity of any test result.

Refusal to undergo testing is treated as a positive test result.

Results of tests for drugs and alcohol are kept confidential and reported only to managers and those tested.

Processes are in place to allow those tested to appeal against the positive results of a test.

Where a breach of policy is identified through testing or otherwise, disciplinary action is initiated.

This will normally lead to dismissal of any worker or contractor found to be in breach of this policy. The disciplinary process includes an appeal procedure.

ISS Labour Ltd may, at its discretion provide assistance with the rehabilitation of workers who voluntarily seeks help for alcohol or drug related problems.

However workers must seek assistance at the earliest opportunity and disclosure prompted by impending screening will not be acceptable. Workers will not be considered for re-employment until five years after the date of the original breach of this policy. Anyone who is accepted for rehabilitation or re-employment will be required to undergo a special regime of additional unannounced tests for at least two years.

We will ensure that this policy is communicated to all workers and contractors and is reviewed at least annually for effectiveness.



Gary Beeston | Group Managing Director