

## Alcohol and Drugs Policy

This statement sets out the policy of the company in compliance with the current version of Rail Industry Standard RIS-8070-TOM and Company standard NR/L1/OHS/051 in respect of any employee, self-employed person, or contractor under our control. It affects those whose proper performance of their duties is, or may be, impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances (or prescribed drugs in certain circumstances). Client and Infrastructure Manager requirements for all operations will be adhered to at all times.

Provided that employees referred to above adhere to the provisions contained within this policy, then they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.

All employees referred to above are to be made aware of the contents of this policy and become familiar with the conditions laid down. The company will take all reasonable measures to ensure that those employees are made aware of the contents of this policy and the effect on their continued employment by the company in the event of any breach of this policy. The company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this policy.

Employees of the company will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the company and noting and reporting any evidence of alcohol and/or drug abuse.

Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of this policy. That person will at all times treat any information provided in complete confidence and will take such measures that are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

Where rail operations are undertaken, the standards identified above will be adhered to. It is under these standards that as a condition of employment by the company, no person referred to above shall:

- Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs (including any prescribed drugs that may have impair work ability)
- Report, or endeavour to report, for duty whilst in an unfit state due to the previous consumption of alcohol or drugs (including any prescribed drugs that may have impair work ability)
- Be in possession of alcohol or non-prescribed drugs during working hours
- Consume alcohol or non-prescribed drugs during working hours

Employees must subject themselves to medical checks (routine, unannounced (safety critical staff only) or "for cause") to verify compliance, as per their contract of employment. Refusal or failure to pass any test will be classed as gross misconduct and may result in instant dismissal.

Failure to maintain the standard set out by this policy will be considered as gross misconduct and a breach of the Sentinel Scheme Rules; appropriate action will be therefore be taken in all cases.

Unannounced, random testing will be undertaken to ensure a minimum of 5% of safety-critical staff are tested during each calendar year, or between external audit events, whichever is sooner.

In order to comply with this policy and to maintain the stated and accepted standards of the company, those employees referred above should, at all times avoid:

- Consuming alcohol or non-prescribed drugs in the twelve (12) hrs immediately preceding attendance at work
- Consuming alcohol or non-prescribed drugs during meal or other break times
- Consuming alcohol or non-prescribed drugs during working hours
- Consuming alcohol or non-prescribed drugs whilst not in work but "on-call"

In addition, those employees to which this policy applies must ensure that the signatory of this policy is made aware of any over-the-counter or prescribed medication being taken, which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

This policy will be reviewed annually, as a minimum.

Signed   
Managing Director

Dated 23/11/2020