

Drugs and Alcohol Awareness

Policy & Procedure for Temporary Workers.

Distribution: All temporary staff employed / supplied by THE CONSTRUCTION RECRUITMENT COMPANY(UK) LIMITED to Clients operating in a safety critical environment.

Who this policy applies to: All THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED candidates

THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED works closely with several Main and sub-contractors throughout the Construction industry. We are committed to ensuring the health and safety of candidates we place on site, and those that they work with, through monitoring those who are unfit for work through being under the influence of Alcohol or recreational drugs, or those who consume or are in possession of alcohol or drugs that may impair safety on site.

THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED policy is a zero-tolerance attitude towards drug and alcohol abuse / misuse. This policy will ensure that where candidates are screened for pre-employment drugs and alcohol tests, they are fully aware of the policies in place through THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED.

All employees will be sent copies of the procedure for their records and all new starters will be issued with a copy prior to commencement of contracts. This will be included in their starter packs to ensure disclosure prior to reaching site.

Alcohol: We expect staff to exercise caution prior to working on safety critical sites where testing may be carried out. Whilst we appreciate that alcohol is a positive part of life for many people, we advise that the prior to the following situations, it would be best to avoid drinking at all: Before or during Driving and vehicle.

Before using machinery, electrical equipment.

Before working, or whilst in the workplace, when appropriate functioning would be adversely affected by alcohol.

In situations where lack of appropriate function may endanger yourself or other colleagues in the workplace.

Alcohol should not be taken to, or purchased, whilst working on site under any circumstances. Whilst attending Company functions (training, client entertaining, Christmas parties etc), candidates should ensure that they do not exceed the company's operating unit's consumption level of alcohol prior to returning to work. We would suggest that only non-alcoholic beverages are consumed to avoid confusion and to prevent potential removal from site.

Drugs: Staff of THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED are expressly prohibited from the participation and misuse of illegal / recreational drugs or substances. THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED does not approve of the usage of non-prescribed drugs on site. Medication prescribed by a qualified medical professional is acceptable in certain cases. In these circumstances you must notify your consultant prior to accepting any positions.

The use, possession, consumption or selling of illegal drugs as well as the misuse of prescribed drugs on site, or prior to reporting to site, will result in removal from your location and an immediate termination of your contract with THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED. This may affect the opportunity for future work dependent upon the prevailing circumstances.

All workers through THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED must comply with the following guidelines:

Do not attend site whilst under the influence of Alcohol or Drugs.

Do not take alcohol onto site, or purchase alcohol during shift, for consumption whilst on site.

Do not take illegal Drugs / substances to site for consumption or sale.

Do not operate or drive any machinery / vehicle whilst you are, or believe that you may be, affected by prescribed / over the counter / recreational drugs or alcohol.

Notify your consultant / shift supervisor if you are taking any prescribed or over the counter medication which you believe may affect your work.

Do not misuse legal substances that may be used in the workplace, such as solvents and glue.

Please be aware that failure to take on board the guidelines outlined above may result in termination of works with THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED on current and future contracts.

Pre-Employment Testing – how this works: An appointed officer working at the request of Select Plant Hire, as part of the Laing O'Rourke Group, will arrange for new employees to be tested at a location previously agreed with THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED. You will attend a pre-employment drugs and alcohol test and the results will be forwarded to BRR. Should the results show a negative result; your contract of employment will be approved. Should the test result return positive, further testing will be carried out to assess whether you are taking illegal / banned substances. No contract will be awarded whilst this is pending.

The employee will need to give permission for the test to be completed and will be required to sign a "screening consent and results" form. Failure to comply will be deemed as a positive result and will conclude in refusal of a contract of employment.

Random Testing – how this works: An appointed officer working at the request of the client will be present on site with a list of workers from a dedicated representative. These workers will have been randomly selected from a cross section of employees. The employee will need to give permission for the test to be completed and will be required to sign a "screening consent and results" form. Failure to comply will be deemed as a positive result and will conclude in immediate removal from site and termination of the worker's contract.

Responsibilities:

Consultant: It is the consultant's responsibility to ensure that all workers have received a copy of and have understood THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED policy for Drug and Alcohol misuse and testing. The Consultant will be responsible for reporting any issues to site and requesting medical evidence for all prescribed medications. They will also be responsible for highlighting any issues with the temp and advising of removal from site where an employee tests positive for any drug / alcohol / illegal substances. **Client / Shift Supervisor:** It is the responsibility of the client and their appointed shift supervisor to notify THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED of any concerns that they may have, whilst a temporary worker is on site. They are to be aware of the policy and procedures in place and should be able to act within the parameters set out in these documents.

Temporary Worker: It is the workers responsibility to be familiar with the procedure surrounding drug and alcohol policies prior to commencing work on site.

Should you be required to take prescribed medication, or are using over the counter medication, then you need to ensure that you are informing the correct personal prior to any routine tests being carried out on site.

Where possible, it will be your responsibility to relay evidence of prescribed medication or relay details of over-the-counter purchases to the relevant consultant at THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED, and to your manager on site.

Drugs and Alcohol disclosure.

We may require Candidates to undergo drugs and alcohol testing on site. These tests are done randomly, with no suspicion of the employees in question having taken banned substances.

Most pain killers, including those commonly used by most of us, contain opiates and will therefore show up on a drugs screening if taken regularly. Please confirm that you agree and are happy with the procedures set out in this document with regards to drug and alcohol testing.

- 1 I confirm that the test was undertaken 'routinely and without cause'.
- 2 I am happy to undertake routine tests on site and confirm that the consequences of failing any Drug & Alcohol test have been explained to me prior to the commencement of employment.
- 3 I can confirm that I have not taken nor am I under the influence of any illegal substances / narcotics / opiates / alcohol.
- 4 I am not currently / have not recently taken any prescription / over the counter-based medication.
- 5 I understand, and am happy, that I may be required to remain at work whilst awaiting laboratory results for prescribed / over the counter medication. And understand that I may only work in a non-safety critical role for a period of up to 2 weeks.

If you regularly & routinely take medication which may show up on a test, please notify THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED of the medication taken and method of obtainment. Where medication has been prescribed, we may seek a medical report to confirm this. Where medical evidence is available, it will likely be permitted for employees to continue with their normal duties even if a drugs test has been failed, though there are clients who will NOT permit a worker to remain on site having failed a test regardless of medical exemption / confirmation. Please note that any screening failure that relates to other banned substances including alcohol, cocaine & cannabis must result in immediate suspension from work pending further investigation.



Delivering a safe and
Skilled workforce

Please remember the safety of other employees and all those affected by them is paramount. If you are in any doubt as to the fitness of an employee to work, they must be suspended from duties. If you are currently taking any prescription / over the counter medication, please indicate which medicines you are using:

I confirm that the information I have provided to THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED is true and accurate. I understand that any false information provided will result in my immediate removal from site and from further works with THE CONSTRUCTION RECRUITMENT COMPANY (UK) LIMITED.

Signed

Print Name

Date