Drugs and Alcohol policy statement

It is Keltbray policy not to allow individuals to be under the influence of alcohol or drugs whilst at work. Any employee suspected to be in breach of this policy will be subjected to a drug and alcohol test on the same day. If the individual fails the test, they will be sent home and normally be summarily dismissed. No employee shall be permitted to start a shift or continue with their work if they are suspected or known to be under the influence of drugs, alcohol or other psychoactive substances. Keltbray accepts the Standards definition of unfit state through drugs to mean having taken or administered either a dosage of any drugs that could affect a person's ability to work safely or one or more drugs of abuse including, but not limiting to, the following:

- Amphetamines
- Benzodiazepines
- Cannabis
- Cocaine
- Tramadol
- MDMA (ecstasy)
- Methadone
- Opiates
- Propoxyphene
- Ketamin

To enforce this policy Keltbray shall carry out screening for the presence of drugs and alcohol as follows:

- Where required, as part of a '**pre-employment'** of workforce process.
- On staff required to carry out **Safety Critical Works**
- **'Unannounced'** of at least 20% of RISQS certified Business Unit staff and 10% of non RISQS certified staff randomly in each 12-month period (January – December)
- **'For cause'** if grounds exist to suspect acts or omissions of any employee that may have contributed to an accident or incident
- **'Periodic testing'** screening for ongoing workforce health checking requirements

The detailed processes and procedures associated with this policy are to be contained in a specific Keltbray Drugs & Alcohol procedure (KEL-PPL-PRO-025).

All drugs and alcohol samples will be taken using a documented chain of custody process. For rail interface employees, the test will be conducted by an approved provider accredited under the RISQS system and samples tested at a RISQS industry approved laboratory. Results of tests will be notified to individuals being tested as soon as possible.

All project site employees and drivers of vehicles using prescription or over the counter medicine must be reported to a supervisor or line manager prior to commencement of work. The supervisor or manager will seek advice from KML our inhouse Occupational Health Provider if the medicine may affect the ability of the person to carry out his/her duties. If it does, the individual concerned may not commence safety critical work and will be asked to consult his/her general practitioner for alternative medication. 'For Cause' screening will be carried out as soon as practicable following an accident or incident if deemed necessary.

Unless otherwise determined and agreed under a client policy requirement, a positive screening result is defined within the Keltbray Drug & Alcohol procedure.

Any refusal to undergo screening for drugs and alcohol shall be treated as a positive result.

When any positive results from screening are received Keltbray will take the following actions:

- At the pre-employment stage this will result in the person not being considered for employment
- Any employee who fails any other form of noted testing this would be considered gross misconduct and normally will be dismissed without notice. Any considered decision not to dismiss can only be sanctioned by the Divisional Managing Director and the Chief Operating Officer, acting in unison

This policy defines the responsibilities of Keltbray and individuals as laid down in relevant legislation or applicable industry Standards with regard to drugs and alcohol. Compliance with the provisions of the policy will demonstrate compliance with those requirements.



Peter Burnside
Chief Executive Officer

Last review date: June 2026
Next review date: June 2027