

## Alcohol and Drug Policy

At FD Traffic Management Limited we are committed to ensuring a safe, healthy, and productive working environment for all employees, subcontractors, and the public. The misuse of alcohol and drugs can pose serious health and safety risks. This policy outlines our approach to preventing alcohol and drug misuse and ensuring compliance with relevant legislation.

This policy applies to:

- All employees, agency staff, contractors and subcontractors working on behalf of FD Traffic Management Limited
- All company premises, vehicles, and work-related activities, including off-site traffic management operations

This policy complies with the following legislation:

- **Health and Safety at Work Act 1974**
- **Misuse of Drugs Act 1971**
- **Road Traffic Act 1988**
- **Transport and Works Act 1992**
- **Railways and Transport Safety Act 2003**

### **Policy Objectives**

- To promote a safe, healthy, and productive work environment
- To prevent accidents and injuries related to drug or alcohol use
- To provide support to employees who seek help for substance misuse
- To enforce a zero-tolerance policy for being under the influence while working

**Prohibited Substances:** The use, possession, distribution, or sale of illegal drugs or alcohol in the workplace is strictly prohibited. **Fitness for Duty:** Employees must not report for work or carry out work duties while under the influence of drugs or alcohol. **Prescription Medication:** Employees taking prescribed or over-the-counter medication that may impair performance must inform their line manager or supervisor in confidence. **Post-Incident Testing:** Testing may also be conducted following accidents, near misses, or where there is reasonable suspicion of impairment.

Any breach of this policy, including refusal to take a test without valid reason, may result in disciplinary action, up to and including dismissal, in accordance with the company's disciplinary procedures.

FD Traffic Management Limited encourages employees with substance misuse issues to seek help. Support may include:

- Access to occupational health services
- Referral to counselling or rehabilitation services

- Adjustments to work duties where appropriate (during recovery)

All disclosures and test results will be handled with strict confidentiality.

### **Responsibilities**

Managers/Supervisors: Responsible for enforcing this policy and reporting any concerns. Employees: Responsible for ensuring they are fit for duty and reporting any substance misuse concerns.

HR/Compliance Officer: Oversees testing procedures and ensures legal compliance