

Alcohol and Drugs Policy

Summary

This policy sets out the high-level principles which Amey intends to implement in all the jurisdictions where Amey has operations. However, the detailed {actions/plans/procedures} to be applied may vary from country to country in order to comply with local laws and regulations and will be available for each jurisdiction

This policy will be communicated to all employees via the Amey intranet, company induction and notice boards.

Amey (the Company) is committed to providing a safe working environment. This includes promoting the good health and wellbeing of all its employees and others whom it has a responsibility for.

Employees will be provided with details of and should familiarise themselves with the Alcohol and Drug Policy Statement (this document) and the Alcohol and Drug Mandatory Arrangements and the implications should they contravene the policy.

Rules of the Policy

To ensure that the use of alcohol or drugs by any employee or any other person(s) associated with the Company does not impair the safe and efficient running of the business or put at risk the health, safety and wellbeing, the following rules which apply to all employees and where applicable contractors will be strictly enforced.

No employees (including contractors) shall:

- Report or try to report on Company premises whilst impaired due to the use of alcohol or drugs (legal or illegal).
- Consume alcohol whilst on Company premises, or whilst representing the Company unless such consumption has been authorised by a Business Unit MD or Head of a Group Function.
- Be in possession of alcohol on Company premises. Unopened containers of alcohol that have been received as a gift or purchased off Company premises for consumption outside of work will be permissible.
- Attempt to sell, distribute, or supply alcohol (with the exception of Company gifts) whilst on Company premises, or whilst representing the Company.
- Consume illegal drugs or misuse any drug whilst on Company premises, or whilst representing the Company.
- Be in possession of, or attempt to sell, distribute, or supply any drug which contravenes the Misuse of Drugs Act 1971; the Psychoactive Substances Act 2016; and the Medicines Act 1968, or equivalent local legislation whilst on Company premises or whilst at work. Any contravention of this, without exception, will be reported to the police.

A contravention of these rules is a profoundly serious matter, and the Company will undertake a disciplinary Investigation in the event of a contravention under the Company's disciplinary policy, which, if deemed to be gross misconduct, is likely to result in dismissal.

Help and Support

The Company will endeavour to ensure that advice and specialist help is made available to any employee who feels they have or are developing a dependency relating to alcohol or drugs and who voluntarily seeks help from the Company via their Line Manager, any other Manager or People Function before a serious misconduct issue has arisen or before a test takes place.

In exceptional situations, following contravention of these rules, sanctions short of dismissal may be considered.

Medication

It should be recognised that prescribed and over-the-counter medicines may cause impairment to an employee's performance at work. It is therefore the employee's responsibility to seek advice from their medical practitioner or pharmacist on any medicines they are taking. They must inform their Line Manager or Supervisor of any possible side effects of their medication that may impact on their performance or ability to safely perform their duties.

Testing

Testing applies to employees and contractors of the Company. The purpose of testing is to ensure that due diligence is exercised and to deter and detect employees working on Company premises whilst being impaired due to the use of alcohol or drugs.

The policy may require testing before hiring; when there is a reason to believe that the policy has not been followed; as part of an incident investigation; and, for those who work in Safety Critical Roles or higher risk environments, randomly. Where client or other testing rules exist the higher standard of testing shall apply.

Should an employee refuse to comply with the testing process or fail to provide a sample for testing, they will be subject to an investigation under the Company's disciplinary procedures. If they refuse to comply with the testing process or provide a sample, the company reserves the right to reach its own conclusions as to why they have failed to comply, which could include a presumption of guilt or wrongdoing.



Andrew Milner
Chief Executive Officer