

◀ DRUGS AND ALCOHOL POLICY ▶

Purpose

To provide a safe and healthy, drugs and alcohol free working environment across all our offices, worksites and company vehicles.

Principles

- Crossrail Ltd promote a safe working environment at all times for everyone engaged on the Crossrail Programme;
- Crossrail Ltd operate a zero tolerance policy to the consumption of alcohol and the misuse of drugs at work;
- Crossrail Ltd operate pre-employment, random, post incident and for cause testing for alcohol and drugs;
- Crossrail Ltd ensure that all breaches of the policy will be handled in line with the relevant disciplinary procedures and contractual provisions;
- Crossrail Ltd encourage individuals who may have an alcohol or drug related problem to come forward and accept help in confidence;
- Crossrail Ltd requires contracted organisations to comply with this policy, or with policies consistent with this policy, and in particular to establish and operate testing regimes in accordance with our implementation policy.

You have a responsibility not to be under the influence of alcohol or drugs in any way, and at any time while you are working on any part of the Crossrail Programme. This includes when you are:

- working remotely or working from home;
- working at the premises or worksites of Crossrail Ltd or of our contracted organisations;
- during lunch hours or breaks away from those premises and worksites;
- when you are on call; and
- when you are driving private or company vehicles on company business.

In addition to the above you have a responsibility for advising your line manager if you are taking any medication which may impair your ability to work safely. Your line manager will, if necessary and after consultation with an HR representative, arrange for your responsibilities to be modified while you are taking this medication.

Applicability, Implementation & Resources

This policy applies to:

- all Crossrail Ltd employees and temporary staff engaged via an employment agency;
- all other personnel engaged on the Crossrail Programme in accordance with Crossrail Ltd's agreements and contracts with suppliers (contractors and consultants "contracted organisations" which expression includes all contractors, sub-contractors consultants and sub-consultants). and industry partners
- Implementation within the Crossrail Team being through the Crossrail Management system while implementation by suppliers and industry partners is achieved through contracts and agreements developed by the Crossrail Team in accordance with the Management System.

The Crossrail Team will ensure the availability of resources needed to implement this policy and ensure that it remains effective and relevant through regular reviews and updates.