DRUGS & ALCOHOL POLICY AND PROCEDURE

Version 7.0 Date 19-10-2026 Owner Head of People

Policy Statement

This statement sets out Stonbury's policy for minimising risk to its activities and operations. It applies to all Stonbury employees and, where appropriate, others such as consultants, sub-contractors and agency workers working on a site under Stonbury's control.

Stonbury is committed to creating an Injury-Free Environment (IFE) by fostering a culture of care and concern for people, which demands that everybody accepts responsibility for their own and others wellbeing. This policy forms part of that commitment. One element of that commitment is to ensure that our employees and others, such as consultants, sub-contractors or agency workers, hereafter known as contractors are not placing themselves or others at risk by the misuse of drugs or alcohol.

The business recognises that for a range of reasons individuals can, and do, misuse drugs and alcohol, and that this represents a problem for the individual and for the business.

The purpose of this policy is to ensure that employees and contractors do not report for work in an unfit state by virtue of the use of alcohol or drugs, including illegal drugs or, prescribed medication or 'legal highs' (properly known as Novel Psychoactive Substances).

Any changes in legislation which may decriminalise the use of drugs, such as cannabis (marijuana) for personal use, will have no effect on the application of this Policy and procedure. In order to meet compliance with appropriate legislation, all drugs which can affect a person's ability and judgement to ensure the safety of clients, public or workforce, will be covered by the policy.

Employees and contractors must report fit for work free of illicit drugs and alcohol; they must not consume or be in possession of alcohol, or any drug that may affect their ability to undertake their duties in the workplace, this includes Stonbury sites and locations where we are working on behalf of a client.

The SHWEQ Department in support of the People department will act as a point of contact to administer this policy and procedure requirements.

Stonbury will conduct all drug screening via the Intelligent Fingerprint equipment and all alcohol screening via an Intoxemeter.

Stonbury has procured specialist equipment, to undertake all screening. Stonbury may also make use of specialist third-party services if required.

A programme of screening has been put in place which includes procedures intended to:

- Detect the use of drugs and/or alcohol by any person(s), employees and contractors alike, involved in a safety related incident where there is a possibility that the actions or omissions of the person(s) led to the incident.
- Detect the use of drugs and/or alcohol where employees' or contractors' behaviour prompts cause for concern.
- Detect, via random screening, employees or contractors who may be under the influence of drugs or alcohol.

Failing, or refusing to undergo, a drugs or alcohol screening without good reason, will be treated as gross misconduct, will invoke disciplinary action and removal from the workplace.

Stonbury will assist with the rehabilitation of employees who voluntarily seek help for drug and alcohol related problems ahead of testing. However, such individuals must seek assistance at the earliest possible opportunity.

Employees will be afforded opportunity for disclosure ahead of any screening. Subsequent discovery, or a disclosure prompted by impending screening, will not provide immunity to an individual from disciplinary action. In some instances, however, the company may offer the employee a second chance agreement. Any non-compliance to a second chance agreement issued will be treated as gross misconduct.

Procedure

Purpose

- Ensure effective measures are in place to control and minimise the risks to ensure the safety of Stonbury's clients, employees, contractors, and the public caused by the effects of drugs and alcohol.
- Eliminate as far as is reasonably practical, the misuse/abuse of drugs and alcohol by employees and contractors working on behalf of Stonbury.
- Ensure that Stonbury complies with legislation and relevant codes of practice and contractual requirements.
- Encourage employees who might have an alcohol or drugs dependency to declare the fact at the earliest opportunity and at minimum ahead of any screening, without fear of losing their job, provided they comply with agreed commitments (See section 5).
- Encourage disclosure of all prescribed drugs and medication that may cause fatigue, dizziness, or any other symptom that can affect a person's ability to undertake their role in a safe and productive manner.

Scope

This procedure and supporting appendices apply to all employees and workers (via the terms of their contract and rules of engagement) working on behalf of Stonbury during the course of their duties.

Guidance

- They do apply if using any company vehicle or personal car where a 'car allowance' is paid and the employee is 'on duty'.
- They also apply if an employee is using a company vehicle car and is 'off duty'. This would be considered as 'misuse of company property'.
- This policy and supporting procedures do apply to any off-duty member of staff who, for any reason, enters any Stonbury premises that are not normally accessible to the public.
- This policy and supporting procedures do not apply to any off-duty member of staff who is within an
- area of Stonbury premises accessible to the public.

Communicating this Policy and Procedure

All prospective employees of Stonbury will be advised through our offer of employment with regarding our policy. If an employee is found to be non-compliant with this policy it is clear within the contract of employment that such conduct would be dealt with using the company's disciplinary procedures.

Collectors and nominated provider for screening

The nominated collectors and toxicology services are provided to Stonbury for all random screening, for cause screening, and post-incident screening. The same process and agreed panel of drugs tested/alcohol Intoxemeter limits are ideally used for all screening to assure all employees across Stonbury of equitable arrangements wherever they work.

All non-negative results must invoke additional screening toxicology services for drugs and a 2nd witnessed screening for alcohol. The in-house collector must follow the procedure detailed in Appendix A for drugs and alcohol. The results generated from the toxicology screening will be returned to the nominated D&A contact at Stonbury.

Individuals seeking help drugs and/or alcohol related problems

Individuals can voluntarily seek help and support by speaking directly with their line manager and/or the People or SHWEQ departments for support where they declare a drugs and/or alcohol related problem. This must be declared prior to any screening taking place on site. The tester will provide opportunity for disclosure ahead of testing.

Stonbury will commit to supporting the employee, by:

- The line manager ensuring that any safety critical worker who has declared their dependency, is withdrawn to prevent them carrying out safety critical duties.
- The line manager seeking support from People Department, to identify suitable alternative work, where the employees cannot undertake their substantive role, for the duration of rehabilitation (but no longer than 6 months). If no suitable alternative work can be identified, the business may reserve the right to terminate employment.

The support from Stonbury is dependent upon the employee agreeing to the following:

- Attending a rehabilitation programme for drugs and/or alcohol.
- Providing a statement of attendance/compliance from the rehabilitation service/support every 4 weeks to their line manager.
- Participation in unannounced random drugs/alcohol screening in addition to any site random screening schedule. The frequency should be a minimum of every month. All results must be negative on site, or non-negatives confirmed negative by Intelligent Fingerprinting, after being sent for analysis.

The arrangements for these random tests will be made by the SHWEQ Department in consultation with the line manager and People department.

A referral to Occupational Health may be appropriate if the individual has side effects or health complications of the addiction that affect their work capability. The line manager should contact the People department should a management referral be necessary.

Guidance

- The arrangement for supporting an employee who has declared a dependency of drugs or alcohol is separate to the employee's terms and conditions of employment.
- The employee may be redeployed e.g. non-safety critical duties, for the duration of this agreement if this is considered to mitigate the risk to the employee, other and the business. The decision will be made by the Line Manager with support from the Head of People and SHWEQ Director.
- The employee agrees to abstain from alcohol and/or use of illicit drugs whilst in employment with Stonbury.
- Where the individual is participating in a rehabilitation programme or has the ongoing support of the local Alcohol Liaison Team, the employee needs to supply written evidence to the line manager at least every 4 weeks.
- Any cost associated with this evidence is borne by the employee.
- All test result needs to remain negative, or any non-negative results is subsequently confirmed as negative.
- Addition to any substance is not a disability under the Equality Act (though effects of addictions e.g. cirrhosis, depression may be).

Drug screening and prescription, and over the counter medication that could affect safety

If a safety critical worker, or someone whose duties involve driving, is taking prescribed or over the counter medication and the label indicates cautions such as: 'must not drive machinery' or the individual is experiencing any side effect of the medication: for instance, drowsiness, fatigue, impact on their coordination or balance, in these circumstances, they must notify their line manager at the earliest opportunity and must not undertake activities that could put themselves or others at risk. Similarly, if any employee is prescribed medication which may result in a non-negative test, such as prescribed cannabis or codeine, this must be declared at the earliest opportunity.

- The line manager should take advice from Occupational Health team through the People department.
- There is no requirement to keep any record of the medication, but the line manager should make a note of the discussion regarding the side effects and any advice sought from Occupational Health or People department.
- The line manager should contact the Occupational Health team if the side effects last for more than 7 days and the employee continues to be unable to work or the line manager considers them not fit to undertake their role.
- Where a safety critical worker is returning to work following any period of sickness, the line manager must establish, during the return-to-work interview and prior to recommencing work, whether the employee is taking any medication that could affect their fitness for duty.

Legal Highs or Novel Psychoactive Substances (NPS)

A legal high is a non-prescribed substance that is not defined under The Misuse of Drugs Regulations 2001 or licenced by the MHRA, nor is a valid prescription available and is not licensed for human consumption in the UK. Such substances can however, have the same undesirable effects as illegal drugs and must be treated in the same manner.

Additional screening for NPS and steroids:

Screening for NPS and steroids can be undertaken but only after consideration with People Department. The responsible manager should contact the designated toxicology lab in the first instance to discuss what additional tests might be required. This may require specific collection requirements and/or further costs.

Random Screening

Unannounced drugs and alcohol screening will take place across the business which includes a random selection of all personnel (employees, contractors, visitors) on the site/project.

All screening arrangements are detailed in the flowchart contained in **Appendix A**

For Cause Screening

Stonbury has identified a number of situations that will always be considered as reasonable grounds to conduct 'For cause' screening and these might include:

- Where an individual's behaviour gives reasonable cause to suspect that they are unfit to continue working because of the misuse of drugs and/or alcohol.
- Where it is essential to determine whether drugs and/or alcohol was a causal factor in an accident or incident (post-incident).

Any employee who believes that another employee or contractor working on a Stonbury site or premises is unfit for work, due to the effects of drugs and/or alcohol, has a duty of care to report the matter immediately. Either to the responsible manager in charge, the SHWEQ Department or the People Department.

Guidance

- Where doubt does exist, concerning the employee's fitness to work, then the line manager must seek advice from People Department and where this is not possible e.g. during out of hours, then the individual should be suspended on contractual pay during the interim.
- If a suspect powder/substance is discovered on site, the toxicology services can attend site to take a sample to confirm the nature of the substance which may help any investigation.

Post Incident Screening

Post incident screening should be considered for all incidents and near misses particularly significant and potential fatality events.

You should note that results are not sufficiently informative if screening is conducted more than 12 hours post incident.

Guidance

The SHWEQ Department, in liaison with People department, will decide when post incident screening is appropriate. This may be based on what the potential outcome of any event could have been as opposed the actual outcome.

Results of Screening

There are two possible outcomes of drug screening.

- Negative; - nothing detected
- Non-negative – there are substances identified which could be because of prescription medications, some foodstuffs or illegal substances. All non-negative results will require further laboratory analysis to confirm substance.

Negative screening results:

If the results of a drug and alcohol screening test are 'negative' then the employee or contractor can return to work. The employee will be offered a copy of the screening result. Stonbury will not retain any confidential information relating to the negative screening result other than the employee's employee number and the fact that they delivered a negative test result.

Non-negative screening results:

If the results of the drug screening test are 'non negative' then the responsible manager needs to refer to **Appendix A and inform the People Team.**

If the employee is not defined as being safety critical worker, then in normal circumstances they can remain at work with the caveat they must not drive any company vehicles (including pool cars or motorised plant) and/or be present on a site and/or undertake any safety critical activities. These restrictions would stay in place until confirmation of results are returned from the laboratory. Employees not undertaking safety critical roles/activities do not need to be 'suspended' from duties pending the results.

If the employee is a safety critical worker, they will be suspended on contractual minimum pay.

Appropriate arrangements should be made for the employee/contractor to be transported safely home, e.g. escorted or in a taxi, where there is no capacity to adjust the work activities if they have driven to work.

Guidance

- If the result of the laboratory confirmation test is negative or consistent with any declared medication, then the People Department will advise the line manager/employee that they are fit to return to work. The employee will be offered a copy of the screening result. Stonbury will not retain any confidential information relating to the negative screening result other than the employee's employee number and the fact that they delivered a negative test result.
- If the result of the laboratory confirmation is positive and not consistent with any declared medication, then the People Department will discuss next steps with the line manager. Such a failure will be regarded as gross misconduct and will be subject to disciplinary procedures.
- The responsible manager in charge will also inform the individual's line manager and ensure that any safety critical and/or working licences held by the individual are withdrawn and returned to the individual's line manager or, in the case of a contractor, returned to the employing organisation.
- If an employee or contractor provides a positive screening result, Stonbury will follow the disciplinary procedure.
- An individual who previously failed a drugs or alcohol screening or refused to cooperate with a screening, will only be considered suitable for subsequent employment with Stonbury if they agree to a second chance agreement and increased random screening to ensure they comply with Stonbury Drugs and Alcohol policy.
- Failure to comply a second time will result in disciplinary action and the likelihood of termination of employment, with no future employment opportunities with Stonbury.

Alcohol Screening

Stonbury complies with a lower threshold of tolerance. Therefore, for consistency and fairness across the Company, we will apply the more demanding thresholds for alcohol tolerance.

Alcohol limits:

- **29 milligrams of alcohol in 100 millilitres of blood**

- **13 micrograms of alcohol in 100 millilitres of breath**

- **39 milligrams of alcohol in 100 millilitres of urine**

The limits shown are based on medical advice that alcohol in excess of these limits (even if still below the limits defined in the Road Traffic Act) could impair performance of safety critical tasks and increase the likelihood of errors, in industries, where sustained concentration and alertness is needed for safe performance of the task.

- The failure or refusal by an employee or contractor to give a sample without good reason, will be regarded as gross misconduct and the People Department will assist the line manager in implementing the disciplinary procedures as appropriate.
- If the result of the screening is negative, the employee will be offered a copy of the screening result. Stonbury will not retain any confidential information relating to a negative screening result other than the employee's employee number and the fact that they delivered a negative test result.
- If the result of the screening is positive, a second witnessed screening will be undertaken. If the second screening is positive, then the person conducting the test will advise the line manager and People Department. The line manager will arrange for the employee or contractor to be suspended from duty with immediate effect and ensure that safe and appropriate arrangements are made for the employee/contractor to safely travel home, e.g. escorted or in a taxi.
- Payment for the remainder of that shift will be unpaid, because the employee will be deemed to be in breach of their contract during the remainder of the shift, by virtue of having failed the screening and thereby being unfit to work.

Record Keeping

Each individual, employee or contractor, will be provided at the time of screening, a copy of their results.

- Stonbury will not retain any confidential information relating to a negative screening result other than the employee's employee number and the fact that they delivered a negative test result.
- A copy of positive screening results should be retained on the employee's personnel record.

Second Chance Agreement Clause

In lieu of immediate termination for a positive drug or alcohol test, the company may offer a second chance agreement under the following conditions in the case of a disclosure immediately before testing:

Acknowledgment and Compliance: The employee acknowledges the positive test result and agrees to comply with all company policies and practices.

Suspension: The employee will be suspended with pay until laboratory analysis is complete and a negative test has been returned.

Support: The employee must schedule an appointment with the company's EAP, the Lighthouse charity, GP, or other appropriate support organisation within one week from the positive test result. All additional costs associated with treatment or counselling will be borne by the employee.

Follow-Up Testing: The employee agrees to undergo random drug and/or alcohol testing for an agreed period of time.

Compliance with Treatment: The employee must comply with all recommendations and treatment plans provided by the EAP or any other designated treatment provider.

Violation Consequences: Any violation of this agreement, refusal to submit to a drug and/or alcohol test, or any further positive test results will result in immediate termination of employment.

Monitoring and Review

The Head of People will ensure that the results of screening are regularly monitored to identify any trends that indicate changes in the level of drug and/or alcohol abuse in the organisation or in the contractor community.

Guidance

In the event of any adverse trends being identified, the Head of People will highlight the issue and determine an appropriate course of action.

Related Procedures

Stonbury Disciplinary Procedure

Review and Communication

To be reviewed annually or in the event changes to legislation, organisational changes or failures to the system being highlighted.

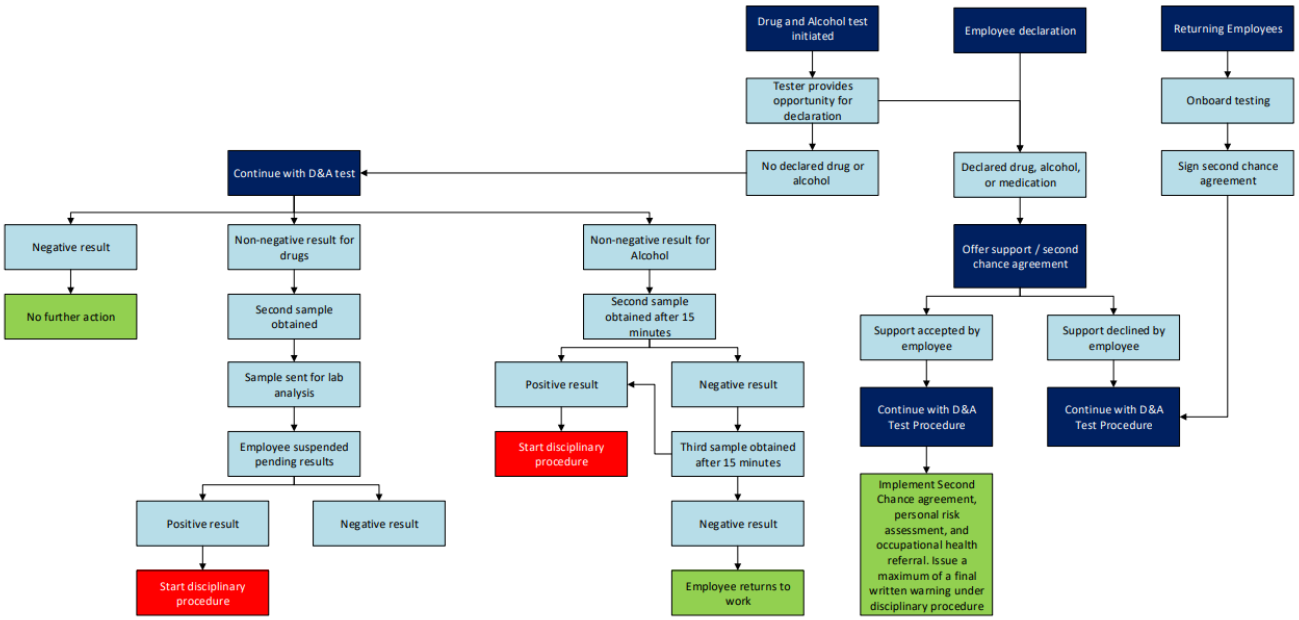
Approval

Signed by the Head of People

Adrian Young

Date 19th October 2026

Appendix A – Flowchart



Appendix B – FAQ

1	How are people selected for unannounced random screening?	Prior to the collection officer(s) arriving on site, a list of all personnel on site on the day of screening will be generated and people will be randomly selected to be tested. It may be the case that the entire team is selected for testing.
2	Is the employee required to give permission for a D&A screening?	Yes, they will be asked by the collector if they agree to be screened. However, the employee should be made aware that a refusal to be screened, without good reason, will be regarded as an unreasonable response and treated as a failed test result. Such an outcome constitutes gross misconduct and is subject to disciplinary action that may lead to dismissal.
3	Why is it necessary to randomly screen employees and contractors when there are no obvious grounds to suspect the use of drugs, or an alcohol dependency?	There is clear statistical evidence to suggest that workers attend work under the influence of alcohol and drugs. Stonbury is committed to maintaining the safest possible work environment and to attaining a level of zero accidents. By applying every reasonable measure to ensure that employees and contractors attend work in a fit state is one of many ways for ensuring the achievement of this objective.
4	What should I do if I am taking prescribed medication but wish to attend for work?	Most medications are safe to take, but any medication either prescribed or over the counter medication has the potential to cause side effects which could affect yours and others safety in the workplace. You should advise your GP/Pharmacist of your job role and or operating plant and equipment or operating in a potentially dangerous environment. The GP/Pharmacist can then decide whether it is appropriate for you to work normally or recommend alternative arrangements. If you are experiencing side effects such as drowsiness, fatigue, or affects your balance and you work in a safety critical role or drive on business you need to let your line manager know. They may take advice from the Occupational Health professionals in Stonbury to ensure it is safe to allow you to continue in your role.
5	If I am receiving support as a consequence of declaring that I have an alcohol or drugs related problem, will I be subjected to on-going screening?	Yes. The support offered will be reliant upon you accepting appropriate professional help and agreeing to the commitments in section 5. Attending work whilst under the influence of either alcohol or drugs will be considered as gross misconduct and will inevitably lead to disciplinary action and probable dismissal.

6	If I consume a few drinks, the night before starting an early shift, is there a risk that I may be over the limit when arriving at work?	Yes, there is. Depending on a number of factors alcohol can stay in your system for a significant period. As a rough guide, it takes a healthy liver in an average male about one hour to break down a single unit of alcohol. For an average female, it takes one and a half hours to dissipate the same amount of alcohol. These can vary dependent upon various factors including individuals build, health and other medications.
7	If an individual takes recreational drugs, such as cannabis, whilst on vacation, is there any possibility that the substance could be detected several days later they resume work?	As with alcohol, there are many factors that determine the period of time drugs can remain present in the body. Some drugs, including cannabis, can be detected weeks after consumption and therefore a random screening conducted in such circumstances could easily achieve a positive result. It should not be ignored that many recreational drugs are illegal and there is a significant risk of prosecution if such substances are consumed whilst at work.
8	If I am taking prescribed, or over the counter medication and I am selected for a random screening, is it possible that I will provide a nonnegative screening result?	This is possible. If the test indicates a non-negative result you will be asked about any medications you are taking. Any result that is non-negative will require further laboratory analysis and therefore the collection officer will ensure this information about your medication is noted with the sample. Taking more than prescribed can affect performance and may be regarded as misuse or abuse.
9	Will I be able to continue working whilst the business is waiting for the laboratory results to be returned?	This depends on whether your role or activities are classified as safety critical. The decision logic can be found in Appendix C.
10	What will happen if the result of the laboratory test is positive?	In such circumstances, it will be regarded as gross misconduct, and you will be suspended from duty immediately and be liable to disciplinary action that could result in your employment being terminated.