



**Address:**  
Riverbridge House  
Anchor Blvd,  
Dartford DA2 6SL

## Alcohol and Drugs Random Testing Policy

### Purpose

Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, customers and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success. The Company reserves the right to require employees to undergo random alcohol and drug tests and this policy sets out the applicable procedure.

The benefit of testing is that it provides an objective way of measuring whether an employee has used alcohol or drugs rather than relying on the personal opinion of a colleague.

This policy should be read in conjunction with our alcohol and drugs policy.

### Test procedure

Tests are undertaken on a random basis with no prior warning. The employee's line manager will ask the employee to attend *[location of test]* so that a sample may be taken. The sample may be blood, urine or breath.

Before the test, the employee will be asked to declare, in confidence, any medication that they are taking which may interfere with the test result. If necessary, the person appointed to take the test sample may need to make further enquiries into the possible impact of the medication on the sample.

Tests under this policy should present no risk to pregnant employees. However, it is advisable for pregnant employees who are asked to provide a sample that they declare their pregnancy to the person appointed to take the sample. The employee will have the opportunity to raise any concerns they have. This information will be treated with the strictest confidence.

The test will be carried out by a certified appointed person under a tightly controlled environment, ensuring the results are fair, accurate and objective. Tests are carried out in the strictest confidence and privacy, and will ensure the employee's dignity.

Once the test is complete, the employee will be asked to confirm in writing that the sample belongs to them and it will be sent away for testing.

### Refusal to take test

An employee refusing to be tested under the provisions of this policy may be subject to disciplinary action under the Company's disciplinary procedures, up to and including dismissal. The procedure may be *postponed* if the employee has a good medical reason for refusal. Other reasons which are not medically related will not be accepted and the employee will be required to take the test.

### Positive results

Employees will be informed of their test results by Gerry Bance (Compliance Manager). Employees who have tested positive may be subject to action under the Company's disciplinary procedure, up to and including dismissal.

The Company will consider whether a further test may be of assistance, however, this will depend on the circumstances. If the length of time which has passed since the first test is of such a duration that it is likely that any evidence of alcohol or drug use may have disappeared, a further test will be deemed unhelpful.

Signed:

Phil Dupont (MD) – January 2025

