



Drugs & Alcohol Policy

As Managing Director, I am fully focused on the development of our Safety Culture and the provision of a safe working environment for all our employees, contractors, and stakeholders. The application of the XANDER RECRUITMENT GROUP LTD Drug and Alcohol Policy reinforces the foundation of our commitment to achieve, this requirement.

The XANDER RECRUITMENT GROUP LTD Drug and Alcohol Policy is a mandatory requirement and has been fully influenced and directed by the following legislation and standards:

- Health and safety at Work Act 1974;
- Transport and Works Act 1992;
- The Road Traffic Act 1988;
- Misuse of Drugs Act 1971;
- Management of Health and Safety Regulations 1999;
- The Railway and Other Guided Transport System (safety) Regulations 2011;
- Network Rail, Principal Contractors and Logistic Clients, Drug and Alcohols Policies, regimes and Legal, Company and Industry Standards.

It will be my responsibility to ensure all employees and contractors are aware, understand and comply with this policy when undertaking XANDER RECRUITMENT GROUP LTD controlled site activities and directing its application to all elements of the business.

As detailed, the Drug and Alcohol Policy and process requires the mandatory involvement of all employees and contractors (as detailed in employment Terms and Conditions or Contract requirements and the Sentinel Rules), placing responsibility on individuals as follows:

- You must not report for work under the influence of Drugs, Alcohol and/or “Legal Highs”
- You must not consume and/or distribute Drugs, Alcohol or “Legal Highs” in any XANDER RECRUITMENT GROUP LTD Offices or Logistic Processes and Rail Project Controlled Areas.
- You must report the consumption of prescribed or “over the counter” medication to your Line Manager and receive authorisation to start/continue working.
- To comply with this Policy and as required, to undertake without restriction, random D & A Testing (internal and/or client) and “For Cause” Testing following an Accident/ Incident or Safety Critical Rule Non-compliance. This process will also be used for pre-employment conditions where required.
- Within every 12 month period 5% of the sponsored rail candidates will be undertake a unannounced random drugs and alcohol test, these candidates will be selected at random.

Employees and contractors must not refuse to undertake a Drug and Alcohol Test, refusal of the test shall be deemed a breach of the XANDER RECRUITMENT GROUP LTD Employment and/or Contract Terms and Conditions. In all such cases, the XANDER RECRUITMENT GROUP LTD Safety Culture Model will be applied and if confirmed by the process, it may lead to disciplinary action by DCS, our clients and the Sentinel Organisation.

The XANDER RECRUITMENT GROUP LTD Drug and Alcohol Policy is in compliance with the Network Rail and other XANDER RECRUITMENT GROUP LTD Client D & A Policies. These will be applied when working under their PC requirements, however, where such policies are void the XANDER RECRUITMENT GROUP LTD Policy will take precedence.



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Alex Stockley – Managing Director – XANDER RECRUITMENT GROUP LTD

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