



CCS Group Ltd (CCS) and its subsidiaries (Cleshar, ITS, and GPX) regard the effective management of Health, Safety, and Wellbeing as a core business priority. CCS is committed to avoiding injury and ill health, promoting positive physical, mental wellbeing and meeting Client and Infrastructure Managers' requirements.

To support this commitment, it is the Group's policy that:

- Alcohol must not be consumed at any time while on duty or during any period when an individual is liable to undertake work on behalf of CCS.
- Illegal drugs, psychoactive substances, or the misuse of prescription or over the counter medication are strictly prohibited
- No person shall report to work or remain at work whilst under the influence of alcohol or drugs.
- No worker may possess, distribute or supply drugs of abuse or alcohol when at work.
- Workers must report medical conditions, treatments, prescribed or over the counter medication use to their Line Manager for fitness for work assessment.
- All CCS workers, apprentices and learners must participate in the Drug and Alcohol (D&A) screening and testing program.

This policy applies to the whole of CCS's workforce, including learners and apprentices and any other persons undertaking work on behalf of CCS.

Contractors and subcontractors working on behalf of CCS must demonstrate, as a minimum, a clear commitment to D&A management, with established appropriate management systems. It is further required that the supply chain workforce participate in the CCS Group's D&A screening programme.

The detailed arrangements for implementation of this policy are contained in the CCS's procedure P103 'Drugs & Alcohol Management'. The procedure encompasses both the Group's and subcontracted workers and defines the management response to any breach of this policy. It addresses the following areas:

- Legislative and Client requirements
- D&A screening and testing methodology
- Management of prescription and over-the-counter medication.
- Support provision to staff with drug and/or alcohol related problems
- Reporting processes
- Disciplinary action arising from positive tests.

The Procedure details D&A screening and testing under the following scenarios:

- Pre-Employment/Initial Employment Screening/testing
- Planned and routine testing of the Safety Critical workforce.
- Random, unannounced screening and testing of:
 - Minimum of 20% per annum random, unannounced testing of Safety Critical Operatives/PTS holders and workers in key safety posts working on or on behalf of Network Rail (NWR) or under NWR rules, and
 - Minimum 5% per annum random unannounced screening of LUL Safety Critical operatives
- For Cause/Post Incident Testing

The requirements of this Policy and the supporting Procedure are communicated to all affected by them through: Inductions, briefings, toolbox talks, e-learning, emails, newsletters and safety notice boards.

Compliance with this Policy will be monitored through internal audit to ensure it remains effective, with corrective actions assigned and tracked to completion.

The CCS Board will regularly review the Group's D&A management processes and will amend its screening and testing programmes where necessary. This Policy is reviewed at least annually to ensure it remains effective and reflects the Group's ongoing commitment to the effective management and control of drugs and alcohol.

Michael Hesnan

Joint Managing Director

Andy Redican

Joint Managing Director

