

ALCOHOL & DRUGS POLICY

This policy statement is provided for Collins Construction Ltd (Collins).

Collins recognises the potential dangers of drugs and alcohol to both the individual in terms of health, and the Company in terms of safety, and adopts a **ZERO TOLERANCE** approach when implementing this Policy.

Collins recognises that the consumption of alcohol and drugs will impair a person's performance and reduce that person's perception of risk to themselves and others. To this end, this Drugs and Alcohol Policy requires that employees and subcontractors working on behalf of Collins:

- Must not report, or endeavour to report, for duty in a condition that impairs their ability to perform in a safe manner through consuming drugs and / or alcohol.
- Must not drive any Company vehicle (whilst at work or not) in a condition that impairs their ability to drive in a safe manner through consuming drugs and / or alcohol.
- Must not be in possession of alcohol or prohibited drugs in the workplace (including Company vehicles) or supply or attempt to supply them in the workplace.
- Must not consume alcohol or prohibited drugs, whilst on duty.

It is mandatory that all employees and subcontractors report to the person in charge of their working activities in the first instance if they are taking any prescribed or bought over the counter medication, to ensure there is no possible danger of importing risk onto any worksite. Alcohol must not be brought onto, or consumed on, Collins premises unless with the express permission of the Managing Director.

Collins aims to prevent, where possible, drug and alcohol misuse amongst its employees and subcontractors, and to detect at an early stage, any employees with problems. Collins will offer assistance with the rehabilitation of employees who voluntarily seek help for drug and alcohol related problems. Such employees must, however, seek assistance at the earliest possible opportunity.

Collins will not tolerate any departure from these rules and will take appropriate disciplinary action in the event of any infringement. In the case of gross misconduct, dismissal action may be taken.

Collins reserves the right to complete randomised drug and alcohol testing on its construction sites at any time without giving prior notice. An external contractor will be used to provide the testing service. All results will be confidential with appropriate support offered where needed. Positive testing for illegal drugs or excessive alcohol levels may be considered for disciplinary action.

NONNEGATIVE TEST RESULT

Following random testing if a non-negative result is produced the individual will be suspended from working on a Collins site until the laboratory results are returned, should the laboratory results confirm the nonnegative result the individual will be issued a red card and removed from Collins projects, the individual will be allowed to return to Collins projects if they provide a pass certificate from a UKAS-accredited provider, this must be done at the individual's own expense. Collins do not stipulate a provider; however, contractors are welcome to use Collins provider Rapid Health and Wellbeing.

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If an individual receives a non-negative result on two on separate occasions, they will receive a red card with no opportunity to return to work for Collins.

REFUSAL TO UNDERTAKE TESTING

Refusal to undertake any drug and alcohol testing will be considered a positive result (fail) and will result in the immediate removal of the individual from site and a red card issued.

This policy will be reviewed at least annually, or sooner subject to legislative changes, to verify that it is fit for purpose and in effective operation.

A handwritten signature in black ink, appearing to read "J Warren".

Jason Warren
Managing Director
February 2025

A large, light gray watermark of the Collins logo is centered on the page. It consists of the word "Collins" in a large, bold, sans-serif font, with three horizontal bars (orange, blue, green) underneath it.