



### **2.30 Drugs & Alcohol & Testing Policy**

**Purpose of this policy is to ensure we have clear and transparent measure in place for testing in line with the customer requirements.**

I hereby agree, upon a request made under the drug/alcohol testing policy of REDSW, to submit to a drug or alcohol test for analysis.

I understand and agree that if I at any time refuse to submit to a drug or alcohol test under SLA agreement, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate removal from contract.

I give full permission to have the Company Abbot Toxicology send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any or all documentation relating to such test to REDSW

Finally, I authorise REDSW to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized Company officers, employees, and agents will have access to information in connection with the test; that they will maintain and protect the confidentiality of such information, and that they will share such information only to the extent necessary to make SLA decisions and to respond to inquiries or notices from government or legal entities.

I will not hold REDSW, its company contracted business partners, and any testing laboratory & collection officer the Company might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of work or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a REDSW or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further not hold REDSW, the Sample collection officer, and any testing laboratory that REDSW responsible for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorisation have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT REDSW WILL/MAY REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT/INCIDENT/INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE JOB ACCIDENT/INCIDENT/INJURY EVENT. ALSO, I UNDERSTAND THAT I WILL BE SUBJECT TO RANDOM DRUG SCREEN AND/OR ALCHOL TEST UNDER THIS POLICY AND I AGREE TO SUBMIT TO ANY SUCH TEST.

### **Data Protection**

Within the terms of the UK Data Protection Act (DPA) we are required to inform you of the information that we collect about you. Some of the information is regarded as sensitive data as defined in the DPA.

The test result, any medical information you have disclosed and the reason for the test are of sensitive nature. The fact that you have been tested is not regarded as sensitive information.

### **Drug & Alcohol testing policy**

#### **1. General principle**

REDSW continually strives to conduct our business activities in a way which will achieve the highest possible standard of health and safety for our employees, independent contractors, clients and members of the public. As the core of our business is based around road based transport we recognise that we can contribute to a safe, healthy and productive work environment by adopting a zero tolerance policy on the use of alcohol & illegal drugs in the workplace/on the road, preventing drug and alcohol problems, by raising awareness, by identifying problems at the earliest stage and by offering support to those who have a problem.

Our policy is designed to ensure that no persons under the influence of illegal drugs or alcohol does supply or render services to REDSW or its customers and does not operate a vehicle on behalf of REDSW contract.

#### **2. Who is covered by this policy?**

This policy applies to all of our employees as well as subcontractors (including agency and self-employed), consultants and employees of other organisations when working on our sites and premises or the sites and premises of our clients/customers on our behalf.

#### **3. Employee/Contractor On-Boarding Screening**

Before any individual may supply or render any services to REDSW in any context either as an employee or Self-employed a Drug & Alcohol screening test must be performed and a negative sample provided.

#### **4. Random Screening**

Whilst contracting to or under the employment of REDSW there shall be a continued requirement for each individual to agree to undertake random drug & alcohol screening tests for the purpose of verifying compliance with this policy when requested by either a representative of REDSW or a representative of our client/customer at whose premises the services are being supplied.

## 5. Testing process

All screening tests undertaken by any individual in line with this policy shall be conducted at the expense of REDSW by a suitably qualified & authorised independent Toxicologist on behalf of the third party appointed by the customer of REDSW to conduct such screening tests.

Results of all screening tests shall be available to the donor once they are made available to REDSW and will be shared

## 5. Negative result

Should the result of any screening test undertaken be 'Negative' any person employed shall be managed under gross misconduct.

Self-employed persons with a Negative result shall be immediately removed from the contract.

## 6. Right to appeal

The donor shall have the right to appeal where in the situation that the onsite testing equipment may be defective; samples will then be sent to an approved Laboratory on agreement with the customer.

### Example of consent below

**Alere Toxicology**  
**CHAIN OF CUSTODY FORM**

**1. ALERE TOXICOLOGY COLLECTION REFERENCE:**  
Ref No. [Red Circle]

**2. CUSTOMER INFORMATION**  
Customer ID Code or Customer Name: DSP Name  
Reason for test: P.E.

**3. DONOR INFORMATION**  
Donor surname / family name: [Red Circle]  
Driver last name: [Red Circle]  
Donor first name: [Red Circle]  
Date of birth: 05/11/1985  
DOB: [Red Circle]  
Gender: M  
SAMPLE REFERENCE NUMBER: 72033796

**4. TEST INFORMATION**  
**ALCOHOL TEST**  
BAC (Swab): [Red Circle] BAC (Blood): [Red Circle] Model: Alcolyser  
Calibration reference: 05720  
Final result value: GREEN  
Positive: [Red Circle] Negative: [Red Circle]

**POCT**  
Urine: [Red Circle] Expiry date: 05/21/2019  
Oral Fluid: [Red Circle] Lot number: 9072013  
Start time: 10:15  
Read time: 10:20  
Negative: [Red Circle] RLA: [Red Circle]

**ORAL FLUID BTL**  
Expiry date: [Red Circle] Product ref: [Red Circle]  
Lot number: [Red Circle]

**URINE ONLY**  
Temperature: 32-38°C  
[Red Circle]

**5. CURRENT MEDICATION**  
Please state drug name, amount taken, when taken: [Red Circle]

**6. DONOR CONSENT**  
DONOR CONSENT [Red Circle]  
Driver Signature: [Red Circle]

**7. COLLECTING OFFICER DECLARATION**  
Collector name: [Red Circle]  
Screener Name: [Red Circle]  
Collection time: 09:00  
Collection date: 05/21/2019  
Date and Time: [Red Circle]  
Screener Signature: [Red Circle]

**8. COMMENTS**

CUSTOMER CONFIDENTIAL COPY  
ABTL0016 Ed.18