

POLICY STATEMENT

THE GIFFEN GROUP LTD ALCOHOL & DRUGS AT WORK POLICY

It is the policy of the Company that all employees and sub-contractors personnel ensure that their work performance is not affected in any way by the consumption of alcohol or the use or misuse of drugs.

Reporting for work when unfit through alcohol or drugs not only gives rise to significant health and safety risks to others such as fellow employees, clients, visitors, contractors and members of the public but for “relevant persons”, that is those carrying out safety critical activities or Sentinel Competence Card holders, it is also an offence under the Transport and Works Act 1992 and contravenes the requirements of Network Rail Company standards and London Underground Ltd standards. To maintain the safety of those potentially at risk, prevent an offence under the Transport and Works Act 1992 or a contravention of Network Rail and London Underground Ltd Standards the Company has procedures in place to support this policy.

In brief, employees and sub-contractors personnel **MUST**:

- Not report or attempt to report for work under the influence in any way of alcohol or drugs.
- Not consume alcohol or drugs while on duty, during meal or other breaks and when on call.
- Not possess, bring or store alcohol or drugs in any work place, on any of the Company's premises or in any Company site storage building, lock-up boxes, vans etc.
- When taking any medication either prescribed or 'over the counter' to find out whether there are side effects likely to impair their work performance or safety and where this is the case to seek alternatives but in any case to report the use of medication to the HR Manager.
- Co-operate with the Company's pre-employment, planned, unannounced or “for cause” alcohol and drugs screening arrangements.
- Not discontinue an agreed course of treatment for a alcohol or drug related problem without good reason.

- Not provide a positive result in any planned, unannounced random or “for cause” alcohol and drugs screening.

and **SHOULD**:

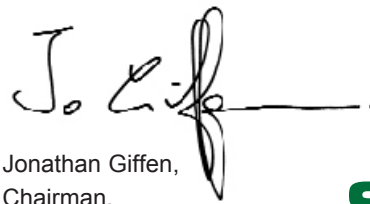
- Comply with the requirements of this Policy and associated procedures.
- Contact their HR Manager in confidence if they believe they have or are developing alcohol or drugs related problems.
- Contact their HR Manager in confidence if they believe a work colleague has alcohol or drugs related problems which may compromise safety.

Should an employee be found in breach of this Policy normal disciplinary procedures may result in charges of Gross Misconduct and dismissal. In the case of a “relevant person” who is found to be in breach of the Company's Alcohol and Drugs Policy it should be stressed that only in exceptional circumstances will summary dismissal not be applied.

Should subcontractor personnel be found in breach of this Policy the individual will be prohibited from further work with the Company.

The Company will ensure that details of the individual and breach of the Company's Alcohol and Drugs Policy are reported immediately to Network Rail/London Underground Limited as required and reserves the right to inform the Police of any such behaviour or of any suspicions in respect of the use or possession of illegal substances.

Any employee who has declared an alcohol or drugs dependency problem will be assisted where ever possible by the Company to address the problem. However, any such declaration will not confer immunity from disciplinary action for any breach of this Policy.



Jonathan Giffen,
Chairman,
31st January 2010

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SAFETY HEALTH ENVIRONMENT QUALITY

Incorporating