

ALCOHOL AND DRUGS AT WORK POLICY STATEMENT

1 Objective

It is our objective to prevent employees or others working on our behalf from reporting for duty under the influence of alcohol or any drug which could impair their ability to perform their duties properly.

We acknowledge and are committed to fulfilling statutory obligations, the policies of Network Rail and other industry employers, especially in the areas of safety-critical work such as working on the railway, London underground, bridge and highways projects. This policy is based on the requirements of the Rail Industry Standard (RIS-8070-TOM), Network Rail standard (NR/L1/OHS/00120), the Railways and Other Guided Transport Systems (Safety) Regulations 2006 made under the Transport and Works Act 1992, and the Transport and Works (Scotland) Act 2007, as these are of a higher standard than required by UK law.

The Transport and Works Act 1992 makes it a criminal offence for workers to be unfit through alcohol and/or drugs while working on railways, tramways and other guided transport systems. The Road Traffic Act 1991 states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence.

The Health and Safety at Work Act (2005) Ireland, states that an employee must not be under the influence of any intoxicant at work, where this may affect their own safety and the safety of others.

We have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and all persons likely to be affected by our actions. An employer who knowingly allows employees to work under the influence of intoxicants could be liable to prosecution.

2 Scope

COWI in the UK & Ireland are companies of consulting professionals, specialising in the design and development of transportation infrastructure and energy projects. We undertake projects at our offices in Bristol, Derby, Dublin, Glasgow, London and York. We are a subsidiary of COWI A/S.

3 Policy statement

The policy applies to all works undertaken by COWI employees in the UK and any subcontractors working on our behalf.

We recognise that the health, safety and wellbeing of our colleagues is an essential part of our working environment and is fundamental to effective business performance.

VERSION	DATE OF ISSUE	PREPARED	CHECKED	APPROVED	DATE OF NEXT REVIEW
6.0	31 ST March 2025	PASL	AIMA	ANSL	1 st March 2026

In particular we shall:

- › Provide relevant information, training, resources and support regarding alcohol and drug misuse and addictions.
- › Provide a medication checking process that identifies any restrictions/limitations whilst using medication.
- › Comply with the alcohol and drugs testing requirements of our customers.
- › Implement a contract to undertake "For Cause" testing where there are reasonable grounds to suspect that the fitness of a person has contributed to or is likely to contribute to the cause of an incident or accident or is likely to compromise the safety of that person or others.
- › Encourage our employees to report any concerns about mental health and wellbeing and provide processes to deal with these concerns in a sensitive and confidential manner.
- › Implement the COWI Group Whistleblowing Scheme and the CIRAS Reporting System (for the UK rail industry)
- › Provide an Employee Assistance Programme
- › Provide reasonable adjustments to working conditions as required.
- › Promote a healthy lifestyle, including the benefits of work-life balance.

We are committed to continual improvement by:

Reviewing this policy annually or more frequently depending on legislation changes or changes in work practices.

Monitoring and reporting

We will undertake unannounced alcohol and drugs tests for 20% of our colleagues who have PTS training certification in accordance with Network Rail standards annually.

Accountability and responsibility

The Board of Directors is ultimately responsible for setting objectives to promote good mental health and wellbeing for all employees and for allocating resources to support colleagues.

The Senior Vice President responsible for Health and Safety is responsible for raising any alcohol and drug concerns to the attention of the Board of Directors for action and additional allocation of resources where required.

The Senior Vice President responsible for Health and Safety and the Head of Health and Safety are responsible for monitoring company health, safety and wellbeing operations and for the issue of related instructions and information.

The Head of Health and Safety shall ensure that medication checks are undertaken. The Head of Health and Safety shall ensure that a risk assessment is undertaken following a negative or positive alcohol or drugs test.

All employees have a responsibility:

- › To take reasonable care of their own health, safety and wellbeing and not to present themselves for duty under the influence of alcohol and drugs.
- › To discuss with their Line Manager / Head of People & Organisation or Head of Health and Safety if they have an issue with alcohol and or drug misuse.
- › To disclose to the Head of Health and Safety any medication they are taking which could impact their ability to work safely.
- › To raise any concerns with the Head of People and Organisation / Head of Health and Safety, or through the Whistleblowing scheme, if they suspect a colleague is under the influence of alcohol and/or drugs at work.
- › To be kind and supportive to each other, to live our COWI value of "we care".
- › To co-operate and implement this policy and associated procedure.

Signed:  _____

Andrew Sloan
Senior Vice President
COWI UK Limited

31st March 2025

Useful links, including to other relevant COWI policies

- › [IMS Wellbeing](#)
- › [EthicsPoint - COWI A/S](#)
- › [CIRAS confidential safety hotline](#)