

This Drug and Alcohol Policy sets out clear expectations to ensure that no one is under the influence of substances that could impair their ability to work safely. It applies to all employees, agency workers, subcontractors, and visitors, and reflects our commitment to creating a safe, healthy, and respectful working environment for all.

Aims and Basic Requirements:

- ◆ This Policy applies to all direct employees, agency workers, subcontractors, and visitors whilst on Hub South East(HSE) premises.
- ◆ All persons working on HSE premises must not be impaired by drugs and/or alcohol (including psychoactive substances) whilst in the workplace.
- ◆ Any person taking prescribed medication, which may impair their ability to perform their duties, must report this to their supervisor before commencing any work. Advice on the impact of medication will be sought from our medication checking service.

Drug and Alcohol Testing:

- ◆ HSE may appoint a testing provider to conduct random and for-cause testing in the workplace.
- ◆ Where Client requirements deem necessary, we will also conduct pre-commencement testing which will be conducted by a competent, trained person.
- ◆ In all instances, all drug samples will be analysed by an accredited testing laboratory. Alcohol testing will be confirmed by a calibrated breath alcohol analyser.

Implications for Positive Drug and/or Alcohol Results:

For HSE employees, the disciplinary process will be followed for:

- ◆ Producing a positive drug result.
- ◆ Producing a positive breath alcohol result higher than the limits stated in the accompanying D&A Standard.
- ◆ Refusal to participate in drug and/or alcohol testing.
- ◆ Being in possession of/or supplying illegal substances/psychoactive substances in the workplace.

If a sub-contractor is found in breach of the above, then they will no longer be permitted to work for HSE or any subsidiary company.

Requests for Dependency Drug/Alcohol Support:

- ◆ Any employee volunteering a drug or alcohol dependency will be treated sympathetically and in the strictest of confidence. A programme of support may be implemented.
- ◆ This does not apply if an individual volunteers this information immediately prior to a request to participate in a drug and/or alcohol test.
- ◆ If a sub-contractor is found in breach of the above, then they will no longer be allowed to work on HSE premises.
- ◆ Where an employee has volunteered a drug or alcohol dependency, the disclosure alone does not prevent them from being in breach of this Policy.
- ◆ When supporting an employee who has disclosed a drug or alcohol dependency, advice and guidance should be provided by the HR and HS&E local contacts for any adjustments to working arrangements, thus, enabling us to ensure the safety of all stakeholders is protected.

Maintaining a safe and healthy workplace is a shared responsibility. By following this policy, supporting one another, and speaking up when concerns arise, we can prevent harm and promote a culture of care, trust, and accountability.

We are committed to continuous improvement and will review this policy regularly to ensure it remains effective, relevant, and aligned with both legal requirements and the needs of our people and projects.

Hub South East Scotland is not an employer however we operate under a series of management services and/or secondment agreements for providing staff members to Hub South East Scotland. References to Hub South East Scotland staff in this document includes all such staff members

Signed for and on behalf of HSE:

Reviewed: A u g u s t 2025



Paul McGirk

Chief Executive, Hub South East Scotland
