

Drug and Alcohol Policy

Summary

At HW Martin (Traffic Management) Ltd, we are committed to maintaining a safe and healthy workplace for all employees. To achieve this, we have established a comprehensive Drug and Alcohol Policy that outlines our expectations regarding substance use and the measures in place to ensure a safe working environment.

Purpose

The primary purpose of this policy is to:

- ▶ Promote the safety and wellbeing of all employees.
- ▶ Ensure the efficient and effective operation of the company.
- ▶ Comply with legal requirements and industry standards.

Scope

This policy applies to all employees of HW Martin (Traffic Management) Ltd including temporary and contract staff.

Prohibited Substances

The use, possession, distribution or sale of illegal drugs or alcohol on company premises or during work hours is strictly prohibited. Employees are also prohibited from reporting to work under the influence of drugs or alcohol.

Testing Procedures

- Induction Testing:** All new employees will be required to undergo drug and alcohol testing as part of their induction process.
- For Cause Testing:** Employees may be subject to testing if there is reasonable suspicion of substance use, such as involvement in a road traffic collision (RTC), reports from whistleblowers, or observable behaviours indicating impairment.
- Random Sampling:** Approximately 20% of employees will be randomly selected for drug and alcohol testing throughout the year. This is to ensure a fair and unbiased approach.

Confidentiality

All information obtained through drug and alcohol testing will be treated confidentially. Access to this information will be restricted to individuals involved in the testing process and those responsible for making employment decisions.

Consequences of Violations

Employees found in violation of this policy may face disciplinary action, up to and including termination of employment. Rehabilitation assistance may be offered in cases where appropriate.

Education and Awareness

HW Martin (Traffic Management) Ltd is committed to providing education and awareness programs to employees regarding the dangers of drug and alcohol abuse and the resources available for assistance.

Communication and Review

This policy will be communicated to all our employees and organisations working on our behalf, displayed at our offices and brought to the attention of other stakeholders and interested parties as required. This policy will be reviewed annually or after any significant change to our operations or legislation.



Director

27th August 2026

Owner: Company Director	Version: 1.3	HWMTM-HSW-POL-05
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