



RTT SERVICES SOUTH LTD

DRUG AND ALCOHOL POLICY

RTT Services South Ltd is committed to maintaining a safe and healthy work environment for all employees. The use, possession, distribution, or sale of illegal drugs, non-prescribed medication, and alcohol in the workplace is strictly prohibited. This policy applies to all employees, contractors, and visitors while on company premises or engaged in company-related activities.

Prohibited Substances:

- a. **Illegal Drugs:** The use, possession, sale, or distribution of illegal drugs or controlled substances is strictly prohibited.
- b. **Non-Prescribed Medication:** The misuse or unauthorised use of prescription drugs or over-the-counter medication is prohibited.
- c. **Alcohol:** The consumption of alcohol during work hours or while on duty is prohibited, except for company-sanctioned events where alcohol may be served under controlled circumstances.

Testing Procedures:

- a. **Pre-Employment Testing:** All job candidates must undergo drug and alcohol testing as a condition of employment.
- b. **Reasonable Suspicion Testing:** Employees may be subject to drug and alcohol testing if there is reasonable suspicion of substance abuse based on specific observations or behaviours.
- c. **Random Testing:** Employees may be selected for unannounced drug and alcohol testing at random intervals.
- d. **Post-Incident Testing:** Employees involved in workplace accidents, injuries, or safety incidents may be required to undergo drug and alcohol testing.

Consequences and Disciplinary Actions:

- a. Violation of this policy may result in disciplinary actions, up to and including warnings, suspension, termination, or referral to rehabilitation programs.
- b. Employees who test positive for prohibited substances may be subject to immediate disciplinary action, up to and including termination.
- c. **Rehabilitation and Assistance:** Employees seeking assistance for substance abuse problems may be referred to confidential rehabilitation programs or employee assistance programs (EAPs). RTT Services will support employees in accessing appropriate resources.

Confidentiality and Privacy:

- a. Test results and related information will be kept confidential and shared only with authorised individuals on a need-to-know basis.



b. Medical information disclosed during the testing process will be handled in accordance with applicable privacy laws.

Education and Training:

a. All employees will receive education and training on this policy, including the impact of substance abuse, signs of impairment, and available resources.

b. Regular awareness programs and training sessions will be conducted to promote a drug and alcohol-free work environment.

Signed:

Jake Davies

Director

RTT Services South Ltd

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