

# Drugs & Alcohol Policy

Telent is committed to providing a safe, productive work environment, and to promoting the health, safety, and wellbeing of its employees.



Telent is a leading technology company and specialist in the design, build, support, and management of the UK's critical digital infrastructure, drawing on decades of experience in mission critical communications and technology. We enable organisations to create, improve and operate the ICT and networks that their businesses and operations depend on. Our customers are many of the UK's and Ireland's best-known organisations, with a strong focus on transport, emergency services, network providers and the public sector.

## Commitment and Responsibilities

Telent will ensure through this policy and the Drugs & Alcohol Level 2 Procedure (ETDL-1313293390-6024) that no employee, contractor, or sub-contractor shall:

- Report, or endeavour to report, for work in an unfit state due to the use of drugs or alcohol;
- Be in possession of drugs in the workplace;
- Consume drugs or alcohol while at work, including when on standby, or on call out; or
- Knowingly cover up for or collude with colleagues whose behaviour or performance is affected by the consumption of drugs or alcohol.

Supervisors and managers have a responsibility to be familiar with the content of this policy, to ensure that the employees, contractors, and sub-contractors that report to them are aware of this policy, to monitor their adherence to it, and to intervene if there are signs of alcohol or drug use in contravention of this policy.

Anyone who notices obvious signs of alcohol or drug abuse in a colleague should report his/her observations and/or suspicions to their line manager.

## Scope

A 'drug' means any substance (including controlled drugs) that could affect a person's ability to carry out their duties safely.

Medicines obtained with or without a prescription can affect performance at work and are therefore classed as drugs. However, provided that, these are reported to the line manager or supervisor, then, if agreed, these medications may be possessed and consumed at work. Examples include tranquillisers, anti-depressants, sleeping pills, some antihistamines (e.g., for hay fever), and some medicines for coughs, colds, and indigestion. You have a duty to establish the potential side effects of any medication before taking it.

Telent also forbids the use of "legal highs" and the abuse of substances such as glue and solvents, that are legal in themselves, but which may be subject to misuse.

## Testing

Telent will carry out targeted and random testing, as described in the Drugs & Alcohol Level 2 Procedure. The procedure describes the processes used to detect the use of drugs or alcohol by potential and existing employees, contractors, sub-contractors and by any other persons involved in a safety critical incident at work.

ETDL-1313293390-6042 | Valid until end March 2026 | Issue 5

Reviewed: Jayne Dunn

Approved: Joanne Gretton

The Level 2 Procedure describes the role and industry specific alcohol levels against which the results for agreed pre-employment, random, for cause and other authorised tests are compared and the details for role and industry specific policies for testing (including the roles subject to pre-employment testing).

Refusal to undergo testing will be treated as a disciplinary matter and considered as gross misconduct, resulting in immediate suspension pending disciplinary proceedings, which may result in dismissal.

If a test proves non-negative, the consequences will depend on the circumstances, but could include disciplinary action and/or an offer of medical treatment, rehabilitation, or counselling depending on the outcome of the investigation.

## Employee Support

We offer support to any employee who has a concern associated with the use of alcohol or drugs. Any employee who believes that they may need support is encouraged to come forward for assistance to their Line Manager or HR. Support may include referral for advice, counselling etc., as appropriate.

Assistance under this programme does not permit an individual to abuse normal responsibilities of employment and this policy will continue to be enforced.

## Policy Adherence & Review

Telent will not tolerate any departure from this policy and will take the appropriate disciplinary action, up to and including dismissal, in the event of any contravention. We will also notify the police if the contravention may be a criminal act. This policy ensures that we meet legislative and regulatory requirements, as listed in the D&A Level 2 Procedure. As a minimum, this policy, and the Company's performance in meeting its requirements, will be monitored, and reviewed annually by the Telent Senior Management Team. Staff will be made aware of the contents of this policy through Pulse, briefings, inductions, or alerts.

Signed by:



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**Joanne Gretton**  
Chief Executive Officer



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