

## Drugs and Alcohol Policy

Oakenwoods Group Ltd (OGL) recognises the importance of maintaining a healthy and productive workplace through the highest standards of safety and employment practice, and the reduction of risk in all its areas of activity. This policy is a declaration of the Boards' intent to provide a safe and healthy working environment free from the inappropriate use of alcohol and drugs in all OGL undertakings.

OGL recognises that the use of illegal drugs, misuse of legal drugs (including solvents) and the abuse of alcohol can impair job performance at work and can be a serious threat to safety, health, productivity and the environment.

All OGL staff, sub-contractors, staff and labour agencies, consultants and any of their employees are required to comply with this policy when providing services at Costain locations or on OGL business. OGL will ensure that they are made aware of this policy as part of its induction and communication procedures. In addition, OGL will ensure that any employee who voluntarily declares a drug, alcohol or substance related addiction or habit is provided with the appropriate advice and support.

No member of the OGL staff, workforce or subcontractors, labour agencies, consultants and any of their employees shall:

- Report for duty under the influence of alcohol or illegal drugs, or the misuse of legal drugs (including solvents)
- Report for duty in an unfit state due to the use of alcohol and/or illegal drugs, or the misuse of legal drugs (including solvents)
- Consume alcohol or illegal drugs, or misuse legal drugs (including solvents) whilst on duty.

OGL reserves the right to test 'with cause' if any of the above characteristics are suspected. In addition, Costain will, subject to any overriding client restrictions, carry out:

- mandatory drugs & alcohol testing at induction, and
- random testing

at all its sites and offices.

All those engaged to work with OGL on a site with specific client requirements are expected to comply fully with the provisions and working practices on that site including any additional client specific requirements, e.g. Network Rail.

All OGL activities will be carried out with proper regard for this policy and associated procedures

. Any worker who refuses to undertake a test or receives a positive test result will be considered to be in breach of this Policy and will be excluded from their place of work and will be liable to disciplinary action, which may ultimately result in dismissal. Any person so excluded may be refused access to any OGL site/office in the future.



The Board of Directors of Oakenwoods Group Ltd fully endorses this Policy.

I personally commit Oakenwoods Group Ltd to this Policy.

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Nick Kennedy  
Managing Director  
Oakenwoods Group Ltd

21 January 2025