

DRUGS AND ALCOHOL POLICY

Signet Solutions is committed to ensure a safe and healthy work environment by preventing and addressing the misuse of drugs and alcohol in the workplace. The goal is to protect the well-being of all employees and maintain a productive and safe workplace. This policy aims to promote the health and well-being of employees, contractors, or consultants working for, or on behalf of, the Company, and to minimise problems at work arising from alcohol or drug abuse. The policy also ensures the Company shall operate within the requirements of the Transport & Works Act 1992 and the relevant Railway Group Standard, Network Rail standard NR/L2/OHS/00120, and any relevant client requirements.

It is a requirement of this policy that no employee, contractor, or consultant shall:

- Report for duty, or attempt to report for duty, after consuming alcohol or drugs, or while under the influence of alcohol or drugs.
- Consume alcohol or drugs while on duty.
- Possess banned or illegal drugs in the workplace.
- Misuse substances such as solvents, glues, butane fuels, or similar products before reporting for work or while at work.

Signet Solutions has established processes to ensure that screening is conducted on a 'for cause', post-incident, random, and unannounced basis. Random testing is carried out by an approved supplier. The annual random testing plan is set in January, with screening conducted throughout the year from January to December. We will carry out a risk-based programme of screening with no less than 20% unannounced D&A testing of all primary Sentinel staff along with any other employees in any safety critical posts. All procedures are designed to maintain confidentiality and provide a right of appeal.

Records generated through induction, screening, and monitoring activities will be stored in the relevant personnel file.

Any breach of this policy will result in disciplinary action and may lead to dismissal or prosecution.

Employees who voluntarily inform the Managing Director of an alcohol or drug dependency **before** it is identified through testing will be offered information on the support and assistance available. This support does not apply if disclosure occurs **after** a test has been administered.

Test results will be communicated to both the individual and the Managing Director.

This policy will be reviewed annually by the Managing Director to ensure it remains appropriate, effective, and up to date.

A handwritten signature in blue ink, appearing to read "Andy Knight".

Andy Knight
Managing Director
Signet Solutions Limited