



Drug & alcohol Policy

1. Why this matters

We all need to work in an environment that's friendly, focused and safe.

At M Group we're meeting the challenge of renewing and reimagining essential infrastructure. This demands teamwork, clear judgement and a strong focus on safety. Alcohol, drugs and other substances can get in the way of that, putting you, your team, our clients and the public at risk. By staying fit and ready for work, you help us deliver safely and responsibly and make sure you always get home safe.

This policy applies to all M Group colleagues and our subsidiaries. This is not a contractual document and may be updated from time to time.

2. What we expect from you

We need everyone to show up alert and ready to work.

We can only create a safe, supportive place to work if everyone takes the same approach. So we need you to:

- Not bring illegal or unprescribed drugs onto our sites.
- Not drink alcohol or misuse substances during work.
- Speak up if you see alcohol or illegal drugs being used at work.
- Come to work below the legal alcohol limits for driving:
 - o 35 micrograms in 100 ml of breath (22 in Scotland & Ireland)
 - o 80 mg in 100 ml of blood (50 in Scotland & Ireland)
 - o 107 mg in 100 ml of urine (67 in Scotland & Ireland)
- Do not start work with drugs or other substances in your system that affect safety.
- Tell your manager if you're taking prescribed or over-the-counter medication that could affect your ability to work safely.

We ask this because our work matters, we look after each other and being safe makes everything else possible.

Safety is critical, and any unsafe act will be taken seriously. When it comes to drugs and alcohol, we have a zero-tolerance approach on our sites as we know the importance of ensuring the health and wellbeing of all our people.

3. How we measure

Testing helps keep everyone safe and thriving.

We test the following:

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Onboarding

- Onboarding – we will include new starters in our random testing policy
- HGV drivers before they start work or during probation

For Cause tests

- if there's reason to believe someone is unfit due to alcohol or drugs.
- after an incident or near miss.
- when there's evidence or a complaint about substance use on site.
- during or after a rehabilitation programme.

If the test result is non-negative, you'll need to come off duty while we investigate it. If you refuse to be tested or leave the site or office once you have been made aware the test will take place, we'll need to treat this as a non-negative result, and you'll be taken through our disciplinary process. Only trained colleagues and accredited providers carry out the tests, and we keep a record of results.

All colleagues and third parties will only use Group approved equipment and testing methods, outlined in our [drug and alcohol procedure](#).

Random Testing

- We'll randomly test at least 20% of our colleagues each year, that includes office workers and all operational staff that work on or visit sites on a regular basis.
- We'll also do testing during required medical checks

4. Support when you need it

If you're struggling, we can help.

We understand alcohol or drug dependency is a health issue. If you're struggling, talk to us before being selected for a test. In many cases, we can arrange confidential counselling or occupational health support. As a company, we're open and respectful — you're more than a number and support is there when you need it.

5. Who's responsible

We all have a part to play.

Leaders

- Divisional Managing Directors are responsible for ensuring compliance with this policy and arrangements are in place for actioning within their Division. SHEQ and People teams will support with monitoring and reviewing the results.
- Management teams are to make sure it's applied across the business, meets client and legal requirements and continues to improve.

Everyone

- Each of us is responsible for coming to work fit, safe and able to do the job.
- Together, we protect each other, look after our clients and live up to the trust the public places in us.

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Contact your SHEQ and People team if you want to find out more about testing and our procedures.

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