

STATEMENT OF INTENT

Balfour Beatty is committed to providing a safe, healthy and secure environment for everyone involved in or affected by our activities. Our Drugs & Alcohol Policy is designed to protect our people, visitors and members of the public from the workplace hazards associated with alcohol consumption and drug or substance abuse. The Policy recognises the inherent risks associated with substance abuse, the consumption of drugs or alcohol before or while at work, and is intent on safeguarding its workplaces and work activities from these risks.

The essential requirements of the Policy are that:

- our people must always be fit for work.
- our people must not possess, consume or be under the influence of alcohol or other impairing substances, and anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs, legal or illegal, must immediately be removed from the workplace.

Anyone taking prescribed drugs must consult their doctor, about the risk of the drug affecting their fitness to work and ensure they are fit for work. Employees must report all identified risk to their line manager before starting work. A risk assessment must be carried out.

It will be a condition of contract with supply chain and agency companies that this Policy applies to anyone they send to work in our workplace. Anyone found in breach of any of its requirements will be permanently excluded from all company workplaces. Visitors to company workplaces should be notified of the requirements of this Policy.

The Company will carry out random screening for alcohol and drugs. Drugs and alcohol testing may be carried out on reasonable suspicion of the employee being under the influence of drugs or alcohol or following an accident or incident. Pre-appointment and periodic testing will be conducted as required.

The disciplinary process will be invoked and may lead to summary dismissal, for employees who are in breach of our Drugs & Alcohol Policy.

The Company will treat sympathetically requests for help from employees with an

alcohol or drug problem or addiction (but not after, or immediately before, testing for alcohol or drugs). During any regime of treatment, the employee will remain subject to the requirements of this policy while at work.

RESPONSIBILITIES

Responsibility for this Policy ultimately lies with the Chief Executive Officer, Balfour Beatty. Day to day implementation of the Policy is the responsibility of operational management and functional heads. The Group HR Director is responsible for the provision of specialist HR support. Responsibilities are subsequently devolved, as appropriate, to line managers, HR employees, the HSES function. All employees have a responsibility to comply with this Policy and its associated arrangements.

ARRANGEMENTS

Arrangements for the control of alcohol and drugs are contained within the Business Management System. The effectiveness of these arrangements and our performance against Company objectives is routinely monitored and reported to the Company Executive Leadership Team. This Policy aligns with Balfour Beatty Group policies and will be reviewed annually as a minimum. This Policy will be brought to the attention of all employees, supply chain partners and persons working on behalf of the Company.

AUTHORISATION



Paul Raby

Group HR Director, August 2019