

INFORMATION DOCUMENT

DRINK / DRUG DRIVER POLICY

It is against the law to operate a vehicle under the influence of drugs or alcohol. TUI Transport acknowledges that there are variations within local legislation and this will be taken into consideration, especially when connected to an employee's statutory and contractual rights.

Taking the above into consideration where the below requirements are not met, TUI Transport will undertake an assessment to review the pertinent factors.

Requirements include:

- Staff are not allowed to consume alcohol or illegal drugs while on duty or bring them in to the workplace.
- As alcohol and drugs can still have an effect, hours after consumption drivers should refrain from their use for 24 hours before starting work.
- If drivers are taking prescribed drugs, the Fleet Manager should be made aware and the prescription be available to view, even if there is no specific warning against driving.

Alcohol tests carried out to drivers:

- After an incident that causes an injury, damage or near miss
- After any concerns relating to a specific driver raised by a passenger or other staff members
- Test results should be recorded and stored for the period of the driver's employment

The testing should be legal within the country and undertaken in a safe manner:

- Only being done as part of the above requirement.
- Be performed by trained staff who will carry out the test in a non-invasive way.
- The type of test being most appropriate for the substance.
- Samples being sent to a certified laboratory.

Consequences for drivers following a positive test:

- The driver should be suspended immediately pending an internal investigation.
- Disciplinary procedures should commence. This may include but not limited to accepting treatment and an alternative role or termination.
- TUI has a zero tolerance towards both drugs and alcohol when on duty but realise that some people may become dependent on such substances and therefore advice and guidance should be given to those who may be affected by such addictions.
- Seek the advice of an appropriate professional regarding how the matter should be dealt with.
- Driver should be on suspension until an appropriate professional says that the driver can come back to work. This driver should be subject to regular testing and re-training.
- Confidentiality must always be maintained.