

## Arranging a For-Cause Drugs and Alcohol Test for an Employee Working at Home – Guidance for Line Managers

Should any employee's behaviour or actions lead you to suspect they are working at home whilst under the influence of D&A, the for-cause testing process can be applied.

Use 'Appendix A – Signs and Symptoms of Drugs and/or Alcohol Use' of NR/L2/OHS/00120 to help guide your decision.

Note that these signs and symptoms could be related to other factors, including and not limited to stress, bereavement, relationship breakdown, side effects of new or changes to medications, life changes such as menopause or onset of progressive illness.

Before you raise a concern of working under the influence of D&A, you should check if anything is affecting the employee which they'd like to discuss. Give them time to respond; if something else is affecting them it could be very difficult and sensitive for them to talk about it.

If following this initial discussion and based on grounds of reasonable suspicion that drugs or alcohol could be a factor, prior to arranging a for-cause test, you must complete the ['for-cause test form'](#) with the employee to document the evidence for your decision.

### **How to arrange a working at home for-cause D&A Test**

- Instruct the employee to stop all work and inform them you are arranging a for-cause test.
  - The for-cause test has to be carried out at a Network Rail workplace and by a collection officer from the D&A testing provider.
- Agree with them which Network Rail workplace is most feasible to attend and the safest transport for them to and from this location. This is likely to be via a [local taxi](#), which the employee can claim back the cost of via normal company expenses processes.
  - Should they refuse to attend for a D&A test this should be treated as a positive test result.
- When arranging travel, any accessibility requirements the colleague has should be considered. In no circumstances should you or another colleague drive them to a workplace.
- Once the location is agreed, immediately arrange a for-cause D&A test by calling 0800 3160066 - Option 6. When requested, use PIN: 1925.
- It is advisable to contact your local HR team to help notify the agreed local workplace that the employee and a collection officer will be arriving. You or another responsible manager must also be onsite for the testing process.

Collection officers will aim to arrive at the location requested within 2 hours of the request being made.

### **What Next?**

Following the test being carried out:

- a. If the D&A test is **negative**, the employee can be safely transported home again as per the agreed method of travel.
- b. If the alcohol test is **positive**, the employee must be suspended from all duties and you should contact HR Direct to raise a case. The employee can be safely transported home again as per the agreed method of travel. You should inform them that they are suspended and will not continue working.
- c. If the drugs test is **non-negative**, indicating the sample requires further analysis at the laboratory, inform the employee they will be suspended from all work until the results are reported. This can take up to 5 working days. You should contact HR-

- d. Direct to raise a case. The employee can be safely transported home again as per the agreed mode of transport and will not continue working.
- e. If the final result from the laboratory is **negative**, inform the employee they can return to work. Contact HR Direct to close the case.
- f. If the final result is **positive** inform the employee they are to remain suspended and contact HR-Direct to proceed to investigation and disciplinary processes.

**Additional considerations:**

- a. this process is likely to be very challenging for both you and your employee. Raising a concern of D&A use is not an easy decision but based on the balance of probability and considering the potential risks, it could be the right thing to do. It's important to continue supporting them; remaining in regular contact and reminding them of the [support services](#) available. You can also use the same services.
- b. in exceptional circumstances where it is not logistical or practical for an employee to travel to a Network Rail site, yet there is reasonable belief or admission by the employee that they are under the influence of drugs and/or alcohol, an investigation as per NR/HR/POL/013 Disciplinary Policy and Procedure can commence without a confirmatory drugs and alcohol test result.

If you have any questions please contact [healthandwellness@networkrail.co.uk](mailto:healthandwellness@networkrail.co.uk)