

Extract from the Invitation to Tender - Appendix 5 - Evaluation Criteria (Selection and Award Stage):

Question Number	Question	Guidance	Information	Methodology
77	Does your company have a Drugs and Alcohol Policy?	Please answer yes or no.	Exemption if ISO 45001 / SSIP Certificate	Advisory Pass if answered YES or the supplier claims exemption (answered Q74) Fail if answered No or if no response is provided

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		<p>If yes, Please can you confirm when requested provide a copy of your Drugs and Alcohol Policy, which should be approved by the appropriate company Director and regularly reviewed (within the last 12 months).</p> <p>Please answer yes or no</p> <p>Alternatively, this information may be provided as part of your H&S Policy or through another document. The policy must include as a minimum:</p> <ul style="list-style-type: none"> • The preventative measures your company takes to ensure members of your workforce do not attend site under the influence of alcohol and/or drugs • Testing requirements, including frequency, substances tested for, and management of results 	<p>Documents only to be provided when requested Drugs and Alcohol Policy</p>	<p>PASS: Answer Yes</p> <p>FAIL: Answer NO or no response</p> <p>Supplier Information Check</p> <p>Pass: Information provided meets the criteria stated in question</p> <p>Fail: Information is not submitted when requested : If the company does not provide when requested a Drugs and Alcohol Policy, or if it is not part of a wider H&S policy, then this is an advisory</p> <p>When the Drugs and Alcohol Policy has been uploaded, or if it is part of a wider H&S Policy, the policy is checked to ensure that it includes:</p> <ol style="list-style-type: none"> 1) What preventative measures a company takes to ensure members of the workforce do not attend site under the influence of alcohol and/or drugs 2) Addresses items such as testing requirement, frequency, substances tested for and management of test results 3) Post-incident and/or reasonable cause drug & alcohol testing 4) Return-to-duty testing process and unannounced testing programmes for

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		<ul style="list-style-type: none"> • Post-incident and/or reasonable cause drug and alcohol testing • Return-to-duty testing process and unannounced testing programmes for workers following a policy violation and/or substance abuse treatment. <p>If you are a micro-business, you may provide a written statement rather than a policy.</p> <p>Guidance can be found here:</p> <ul style="list-style-type: none"> • https://builduk.org/wp-content/uploads/2022/09/Drugs-and-Alcohol-Policy.pdf • https://learn.supplychainschool.co.uk/local/tlactionplans/resource_intro.php?id=9213&modtype=url 		<p>workers following a policy violation and/or substance abuse treatment</p> <p>5) Has been reviewed in the past 12 months,</p> <p>If the company is a micro-business, the statement is checked to ensure it includes:</p> <ol style="list-style-type: none"> 1) Preventative measures to ensure members of the workforce do not attend site under the influence of alcohol and/or drugs 2) Addresses items such as testing requirement, frequency, substances tested for and management of test results 3) Post-incident and/or reasonable cause drug & alcohol testing 4) Return-to-duty testing process and unannounced testing programmes for the workforce following a policy violation and/or substance abuse treatment

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79	Does your company have arrangements in place for the management of occupational health issues, including mental health and fatigue?	<p>Please answer <i>yes</i> or <i>no</i>.</p>	<p>Exemption if ISO 45001 / SSIP Certificate</p>	<p>Advisory</p> <p>Pass if answered YES or the supplier claims exemption (answered Q74) Fail if answered No or not provided a response</p>
		<p>If <i>yes</i> please confirm when requested you can upload an Occupational Health Policy or other document and include the following:</p> <ul style="list-style-type: none"> Employee assistance programme Participation in a mental health at work initiative Implementation of mental health core standards in Thriving at Work. <p>Please answer <i>yes</i> or <i>no</i>.</p> <p>If you are a micro-business, you may provide a written statement rather than a policy.</p>	<p>Documents only to be provided when requested</p> <p>Occupational Health Policy</p>	<p>PASS: Answer Yes</p> <p>FAIL: Answer NO or no response</p> <p>Supplier Information Check</p> <p>Pass: Information provided meets the criteria stated in question</p> <p>Fail: Information is not submitted when requested or does not provide Occupational Health Policy when requested, or if it is not part of a wider H&S Policy,</p> <p>If an Occupational Health Policy has been uploaded, or if it is part of a wider H&S Policy, the policy is checked to ensure that</p>

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		<p>Guidance can be found here:</p> <ul style="list-style-type: none"> • https://www.hse.gov.uk/humanfactors/topics/fatigue.htm https://learn.supplychainschool.co.uk/local/t/actionplans/resource_intro.php?id=5212&modtype=page 		<p>it includes:</p> <ol style="list-style-type: none"> 1) Measures to raise awareness of these issues such as posters and toolbox talks 2) How the workforce can access help and support if suffering from these issues 3) How the workforce is trained to handle these issues such as access to accredited mental health first aid training. <p>If the company is a micro-business, the statement is checked to ensure it includes:</p> <ol style="list-style-type: none"> 1) Measures to raise awareness of these issues such as posters and toolbox talks 2) How the workforce can access help and support if suffering from these issues 3) How the workforce are trained to handle these issues such as access to accredited mental health first aid training.