

No.186/26

29th June 2026

Dear Colleague

ROYAL MAIL GROUP: DRUGS AND ALCOHOL NATIONAL COLLECTIVE AGREEMENT – BRIEFING IN BIRMINGHAM TUESDAY 30TH JUNE

Further to LTB 174/26. It has now been confirmed that the National Agreement will be rolled out from Monday 6th July and the six-month amnesty (no use of discipline following a positive test) will apply from that date.

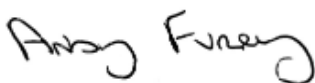
Branches and Representatives in the five ROD areas not involved in the Drugs & Alcohol Pilot (Greater London, Midlands, North-West, South Midlands, and Yorkshire) plus Fleet Territorial Reps and Parcelforce Regional Organisers are reminded there will be a Briefing in the Birmingham District Amal Offices tomorrow on the National Collective Agreement from **11.30am – 2.30pm**.

Our Senior Field Officials have been provided with the PowerPoint presentation we will be running through on the Agreement tomorrow and they can send this on if required by Branch Secretaries or Area Reps / ASRs. Hard copies will also be available tomorrow in Birmingham. Attached to this LTB are two employee Factsheets which we have agreed with RMG:

- The Support & Rehabilitation Services – available to all RMG employees
- For-Cause Testing – for Drivers only

Reps will have the opportunity to pose questions to the Officers tomorrow. Following our internal session, we will be joined by Fiona McAslan, RMG Head of Wellbeing and Occupational Health, and a representative from the independent Drugs & Alcohol testing supplier, Abbott Laboratories, who will also be able to respond to any questions our Reps may have.

Yours sincerely,



Andy Furey
Assistant Secretary

Support & Rehabilitation - Employee Factsheet

At Royal Mail Group, we are committed to creating a workplace where you feel supported and empowered to overcome personal challenges.

The Support and Rehabilitation Service is designed to provide confidential, professional assistance if you are facing a drug or alcohol dependency, offering you support on a pathway to recovery while enabling you to continue contributing to our business.

Access

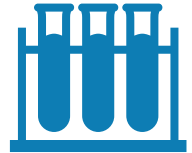
To seek support, all you need to do is let your manager know so they can submit a referral on your behalf to our Occupational Health partner. If you need support, you can ask your union representative or another colleague to contact your manager on your behalf.

Process

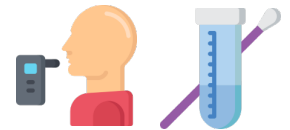
- › Your manager will meet you on a confidential basis and discuss the situation
- › Your manager will complete an adjusted/amended duties form and, with your consent, send a referral to Occupational Health
- › Working through the adjusted/amended duties form will enable you and your manager to determine if there is more appropriate and suitable alternative work available for you to complete on a temporary basis. In some cases, there may not be work available and you will need to report as unable to attend work due to sickness
- › You will be contacted by telephone by the support and rehabilitation service provider within 10 working days of the referral
- › You will meet on the telephone with an assigned specialist at pre-agreed times. The focus of the support is on helping you to understand behaviours and finding ways to help you cope. They will work with you on an individual basis
- › You may be suspended from work and disciplinary action considered where:

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- there is a second positive test during the monitoring period (i.e. when you are in work); or
- you have completed your tests as part of your support and rehabilitation programme and then receive a positive monitoring test result at your follow up check; or
- you refuse to take a monitoring test.



- > In all situations where disciplinary action is being considered your manager must seek support and guidance from the ER Advisory Services team and ensure your wellbeing is fully considered as the primary position when determining next steps
- > Where you receive a positive monitoring test for the first time and you are in work, you will be sent home on sickness absence and there will be no consideration of disciplinary action. This absence will be considered a Reduced Occupational Sick Pay (ROSP) exception
- > Monitoring testing will only take place when you are in work and on amended/adjusted duties, and after week six of your programme
- > The monitoring testing is based on advice taken from our independent external service provider and the tests used are breathalysers (alcohol) and saliva swabs (drugs). These methods are quick, non-intrusive, and supplied and processed by the external service provider
- > If you successfully complete the programme, then your manager will review your amended/adjusted duties and, you will normally be able to return to your role
- > If you do not successfully complete your support and rehabilitation programme, your manager will discuss next steps with you. If you are unable to remain safely in your role, your manager will consider alternative redeployment options as a priority; however, RMG, as a last resort, may need to consider if you can remain employed in accordance with the relevant Procedure. In some cases, consideration of the Leaving the Business due to Ill Health process may be appropriate



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- > Where you experience a relapse following completion of the programme, you should speak with your manager at the earliest opportunity so that appropriate further support can be explored and next steps agreed, which may include re-entering the Support and Rehabilitation Programme

Confidentiality

All managers must maintain confidentiality and the service provider will not provide feedback to your manager about what you discuss; all they will share is that you attend the programme and the outcome at the end of the programme.



Additional information:

For direct access to a process flowchart [click here](#).

For direct access to a detailed Question and Answer document [click here](#).

[Access Drug & Alcohol Procedure here....](#)

For Cause Testing For Drivers - Employee Factsheet

When would a for cause test take place?

A for cause drug and alcohol test may be ordered in specific circumstances when your duty involves driving (whether or not you are expected to drive as part of your duty on a particular day) and either there is a health and safety risk i.e. an accident/incident at work, or where your manager has a reasonable belief there are observed symptoms that you are under the influence of drugs and/or alcohol. You will be tested for both drugs and alcohol by an independent expert.

Your manager will complete a decision tree, which is a series of questions the manager answers with you to determine next steps and whether they order a test. If a test is ordered, a third-party collecting officer will arrive on site within two hours.

Exceptions to this are the Highlands and remote areas of Scotland (up to four hours) and Scottish Islands by arrangement due to location constraints.

What happens after a test is ordered?

Your manager will take you to a private room (where available) to wait for the collecting officer to arrive. We request that you remain on site during this time; you may use the facilities on site where needed.

If the test is not completed before you finish your shift, you will be asked to wait. There is no obligation for you to stay, however, you will be paid for the additional time. If you are unable to stay, a test will be conducted at the start of your next shift.

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You should let the collecting officer know if you are taking any prescribed medications as they could trigger a positive test. This is one of the questions that you will be asked and this will be considered as part of the test.

You can ask to be supported and accompanied at the test by a union representative or work colleague. They would need to be available when the collecting officer arrives.

Testing

Alcohol		Drug	
Test	Breathalyser, manager witnesses the calibration. You select the mouthpiece and blow into the machine. Test results are recorded by the Collecting officer.	Test	You will be given a unique barcode which will be linked to your saliva swab sample and select a sample collection kit. The collecting officer will observe you for 10 minutes to ensure you have not eaten or drunk anything that may impact the results. The collecting officer will guide you on how to take the sample.

For testing outcomes information, please see the next page.

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Possible outcomes

Alcohol		Drug	
Outcome		Outcome	
Negative test	You can return to your role (manager may suggest adjusted duties for the day).	Negative test	You can return to your role (manager may suggest adjusted duties for the day).
1st positive test	You will be tested again after 20 minutes and will need to remain on site in a private room.	Non-negative test	The sample will be split into two (sample A and sample B) and sent to the third-party laboratory. You will be removed from driving duties until the result of the laboratory test.
2nd test negative	Result between 0 and legal limit – you can return to your role (manager may suggest adjusted duties for the day).	Laboratory negative test	You can return to your normal role.
2nd test positive	Result above legal limit. Until (XX date*) your manager will refer you to the Support and Rehabilitation Service, with your consent, unless it is appropriate for them to consider taking disciplinary action because of one of the exceptions detailed below. You will complete the adjusted/amended duties form with your manager. Monitoring testing will be arranged at week 6, and every two weeks.	Laboratory positive test	Until (XX date*) your manager will refer you to the Support and Rehabilitation Service, with your consent, unless it is appropriate for them to consider taking disciplinary action because of one of the exceptions detailed below. You will complete the adjusted/amended duties form with your manager. Monitoring testing will be arranged at week 6, and every two weeks. Your second sample (sample B) will be kept for a period of 12 months and be available to you for any appeal.

* After XX/XX/XXXX, where you receive a positive test for alcohol and/or drugs, your manager will send you home. Following this, your manager will consider the appropriate action to take in the circumstances in line with the Disciplinary Procedure.

Note: Please turn over the page to see the exceptions detail referenced in the above table.

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Exceptions

Where you receive a positive test for alcohol and/or drugs, you will be asked by your manager to participate voluntarily in the support and rehabilitation service. The exceptions to this are detailed as follows:

- 1 You receive a positive drug and/or alcohol test on the roadside following an accident/incident where the police are involved;
- 2 You receive a positive drug and/or alcohol test and you have already driven a RMG vehicle on the relevant day;
- 3 You are found to be in possession of illegal drugs in the workplace;
- 4 You have refused to participate in the support and rehabilitation programme following a positive test.

In the event of any of the points 1-4 above, your manager will send you home and will consider the appropriate action to take in the circumstances in line with the Disciplinary Procedure.

Please note: A refusal to test, a refusal to enter into, or engage with the Support and Rehabilitation Programme, or further positive test results may result in investigation and disciplinary action may be taken.



Additional information: For direct access to a detailed Question and Answer document click [here](#).

[Access Drug & Alcohol Procedure here....](#)