

People & Culture Policy

Alcohol and Drugs Testing Policy

| 01 June 2026

Chief People Officer



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1. Introduction

This policy sets out Excel London's rules on alcohol and drug testing.

As an organisation, we have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all our staff. This policy has been implemented by Excel London to ensure the safety of employees and others. It sets out when and how testing will be carried out, who will carry out the testing and what will be done with the results of any tests.

In this policy, the term "drug" includes all drugs and psychoactive substances (including those formerly known as "legal highs") that could adversely affect behaviour or performance and lead to an increased risk of accident and/or injury occurring in the workplace.

The policy does not form part of your contract of employment and we reserve the right to amend or withdraw it at any time.

2. Scope

This policy applies to anyone working for or on behalf of Excel London, including employees, workers, contractors, agency staff, volunteers, interns and apprentices.

3. With cause alcohol and drugs testing

We may require you to undergo an alcohol and drugs test where, following an initial assessment, you have been involved in a workplace accident, or in any incident that has caused or could reasonably have caused a risk to health or safety, and the Company reasonably considers testing to be appropriate in the circumstances.

Testing may also be carried out where we have reasonable grounds to believe or suspect that you are or may be under the influence of alcohol or drugs.

If you notice any obvious signs of alcohol or drug abuse in a colleague, you should report your observations and/or suspicions in confidence to your line



manager and the People and Culture department (peopleandculture@excel.london).

4. Random alcohol and drugs testing

We reserve the right to carry out alcohol and drug testing on a random basis where this is justified by the nature of the role and the associated health and safety risks.

Random testing may be carried out on employees working in roles which the Company has identified as safety-critical. This may include roles involving traffic management or vehicle movement in the car park or across site, the use of machinery, tools or work equipment, lone working, driving, or responsibility for the safety of others.

Random testing may also apply to operational roles undertaken during event build, breakdown or similar activities where the working environment or conditions give rise to increased health and safety risk.

Whether a role is designated as safety-critical for the purposes of this policy will be determined by the Company based on the duties of the role and the relevant health and safety risks.

5. Searches and detection dogs

The Company may carry out drug and alcohol testing and may use trained drug detection dogs to conduct searches or sweeps across its premises where it considers this reasonably necessary. This may include offices, staff-only areas, back-of-house areas, public-facing areas and car parks. Any such testing or searches will be carried out lawfully, proportionately and in line with the Company's policies and procedures.

6. Carrying out tests

Alcohol and drug testing will be carried out only by qualified and competent personnel from an external alcohol and drug testing company/Occupational Health Provider. They use accepted and reliable methods to conduct alcohol



and drug testing with the least possible intrusion into your privacy. You will be informed what drugs you are being screened for prior to testing.

Any issues arising from testing under this policy, including refusal to consent or a positive test result, may be dealt with under the Company's Disciplinary Policy. In each case, the Company will consider the relevant facts and circumstances, including any explanation provided, before deciding on the appropriate outcome

7. Consent

We will seek your consent before conducting an alcohol or drugs test. Being asked to undergo a test does not, of itself, imply any suspicion of wrongdoing.

Where a test is requested in accordance with this policy, refusal to consent may be addressed under the Company's Disciplinary Policy.

8. Action after a positive test

Where a test produces a positive result, the matter may be addressed under the Company's Disciplinary Policy and may result in disciplinary action up to and including dismissal.

9. Prescription or OTC (over the counter) medicine

Nothing in this policy is intended to prohibit the legitimate use of prescribed or over-the-counter medication. You are required to inform your line manager or People and Culture if any prescribed or over-the-counter medication you are taking may affect your fitness for work, safety, judgement, or the outcome of an alcohol or drugs test. Any such disclosure will be handled sensitively and confidentially, and only relevant information will be shared on a need-to-know basis. Further detail is set out in the Drugs Misuse Policy.

10. Requesting Support

If you are finding it difficult to cope at work because you have a problem with alcohol or drugs misuse, you are encouraged to speak to your line manager. If for



any reason you are unable to approach your line manager, you can speak to People and Culture team.

We urge you to be as open as possible about any issues that you are experiencing to ensure that you are provided with the right level of support. Any business or legal need, and only the minimum relevant information will be disclosed.

11. Data Protection and Privacy

Alcohol and drug testing will be conducted in accordance with an impact assessment that the organisation has carried out to ensure that testing is necessary and proportionate.

All possible measures will be in put in place to ensure confidentiality of test results, and checks will take place to avoid any false results. Test results are processed in accordance with our data protection policy / policy on processing special categories of personal data.

Access to test results will be strictly limited to the people for whom it is necessary, such as your line manager, occupational health or the People and Culture team.

Test results will be retained in accordance with our data protection policy / policy on processing special categories of personal data. Positive alcohol and drug test results will be retained only long enough for them to be investigated and dealt with under our disciplinary procedure.

Workers have a number of rights in relation to their data, including the right to make a subject access request and rights to have data rectified or erased in some circumstances. You can find further details of your rights and how to exercise them in our data protection policy.

12. Complaints

If you have a complaint about the way in which an alcohol and drug test has been conducted, you can raise this informally with your line manager and the People



and Culture team. Alternatively, you can raise it under our Grievance procedure if it applies to you.

If you believe that we have not complied with your data protection rights, you can complain to the Data Protection Officer.

13. Equal Opportunities

This policy must not be used in a discriminatory manner against any individual and no individual should be unfairly targeted. We will take steps to ensure that your dignity is respected at all times.

14. Related Policies

- Alcohol and Drugs Procedure
- Alcohol and Drugs Misuse Policy
- Dignity at Work Policy
- Diversity, Equality, and Inclusion Policy
- Disciplinary Policy
- Grievance Policy
- Health & Safety Policy and Procedures
- Safeguarding Policy
- Work Related Social Events Policy
- Data Protection Policy



15. Document Control

a. Document Information

Document Title	Alcohol and Drugs Testing Policy
Document Owner	Chief People Officer
Function	People and Culture
Contact Details	peopleandculture@excel.london
File Reference	

b. Version Control

Version	Date	Name	Position	Amendment
1.0	01/06/2026	Helene Sharrock	CPO	First Draft
2.0	09/06/2026	Helene Sharrock	CPO	Second Draft

c. Document Review/Approval

Name	Position	Department	Date	Review/Approve
Harry Loffman	Head of Legal	Corporate Services	08/06/2026	Reviewed
Gulshan Chopra	Head of Risk & Compliance	Corporate Services	09/06/2026	Reviewed
Jeremy Rees	Chief Executive Officer	Executive Board	09/06/2026	Approved
David Miles	Chief Financial Officer	Executive Board	09/06/2026	Approved

d. Distribution List

Name	Position	Department
All Colleagues	All Positions	All Departments

e. Type of Policy

Name	Yes/No
Corporate	Yes
Operational	Yes
Published	Not externally



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Internal Departments/Areas
All staff

f. Policy Interfaces with the following external entities

External Entities
Contractors and Suppliers of workforce

g. Policy Applies to the following locations

Phase 1	Yes
Phase 2	Yes
Phase 3	Yes
Warehouse K	Yes
Estate Wide	Yes

h. Policy Applies to the following guest groups

Organisers	No
Visitors	No
Excel Workforce	Yes
Contracted Workforce	Yes