Drugs and Alcohol Policy

Published date: **21 September 2026**

Wood expects the working environment to be free from the influence of drugs or alcohol or any other substances which may impair our people's ability to safely perform their work. We want to achieve and maintain a safe, productive, and harmonious work environment that is free from the effects caused by the misuse of alcohol, drugs and other substances.

Purpose:

This policy sets out how Wood ensures that:

- the health and safety of our people and others is maintained as per obligations under occupational health and safety, laws and regulations.
- the use of drugs or alcohol and other substances does not affect the health and safety of any of our people or others with whom they come into contact in the course of their work.
- the use of drugs or alcohol and other substances does not affect the efficient and effective operation of Wood's business.
- local procedures within Wood's different locations and businesses are supported.

Scope:

The policy applies to all Wood people across our global organisation and is reviewed regularly. It provides an understanding of Wood's overall position with regards to drugs, alcohol, and other substances which may impair the ability of anyone working for Wood to carry out their work safely. It is not designed to override any local procedures within Wood.

Everyone working for Wood has a responsibility to ensure they follow this and any local procedure to ensure they support a safe and healthy work environment for all. If anyone is aware of an issue or feels they themselves may have an issue relating to this, then they must raise this with their line manager or a HR Business Partner in order to receive the relevant advice and support.

Policy Requirements:

- no one should report, or try to report for work, or carry out any role, or attend at Wood or any of its client premises when under the influence of alcohol or drugs or any other substances which may impair their ability to do their work. Fitness for work is a matter for the reasonable opinion of the line manager or may be dependent upon any testing that may be undertaken as covered within a local procedure.
- consumption of alcohol and/or possession of/or consumption of illegal drugs in the workplace is not permitted – illegal drugs or substances may vary depending on location.
- anyone who believes that prescription drugs may impair their ability to do their work safely should notify their line manager and/or HR Business Partner before starting any work.
- testing for drugs and alcohol may be carried out under local procedures and in accordance with local laws, either prior to engagement, employment, randomly or with cause during employment, or as requested by Wood or the client.
- any visitors to offices/sites who are believed to be under the influence of alcohol or drugs or substances, may be politely asked to leave the office/site subject to the local procedure or advice from local HSSEA or HR. All our people have the right to stop a job or work and challenge potentially unsafe practices.
- where possible and subject to local procedures, help and assistance may be available to anyone working for Wood who wishes to seek advice about any issue related to alcohol or drugs or any other substances. Anyone requiring support should discuss with their line manager or HR so that help can be given in a timely manner.

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- if anyone is concerned about a colleague who is exhibiting symptoms of an alcohol or drug or substance related problem, they should notify their line manager and/or HR, or they may raise a concern through the confidential Wood Ethics Helpline. Anyone who makes such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach of this policy which are found to have been made in bad faith will, however, be dealt with under the employing company's disciplinary procedures.
- breaches of this policy will be investigated and if regarded as misconduct, appropriate action, including disciplinary/corrective action may be taken.
- Wood will endeavour to meet all statutory obligations under the relevant and applicable geographic legislation

Name Emma Fullarton

Position Group Director HSSE&S

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