

UK - SUBSTANCE MISUSE POLICY

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Document owner:	Lesley Birse – President P&O
Document checker:	Nicky Brady - P&O Manager
Document author:	Cheryl Caie - Senior P&O Advisor
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Responsibility for this document:

The functional responsibility for the development, review and maintenance of this document rests with the P&O Presidents with UK responsibilities.

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1 Purpose and Scope

The Company is committed to ensuring the health, safety, and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce and eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol and substance abuse.

This policy applies to all employees, agency workers, contractors and sub-contracted individuals working for Wood and visitors to company premises or workplaces. This Policy will be superseded by the content of any collective bargaining agreements, site agreements or individual contracts of employment. In the event of there being any difference(s) in arrangements, the most stringent will apply. This Policy does not form part of an employee's terms and conditions of employment and is not contractual. The Company reserves the right to amend this Policy from time to time.

In addition, workers who are working at third party premises have a duty to ensure they are aware of any requirements relating to substance misuse at the third-party premises. Where any difference in arrangements exist, then the most stringent will apply.

2 Roles and Responsibilities

The following roles and responsibilities apply within the context of this Policy:

2.1 Workers

Workers, including employees, agency, contractors, and sub-contract individuals are responsible for ensuring they act in compliance with this Policy.

2.2 Line Managers

Line Managers are responsible for ensuring the application and adherence to this Policy. This term is used generically throughout the policy to include all those who have responsibility for workers.

2.3 P&O and Occupational Health

P&O and Occupational Health will provide support and guidance for the application of this Policy.

3 Substance Misuse Policy

The Company forbids the consumption of prohibited substances or alcohol on Company premises and the possession, concealment, transportation, purchase, promotion, distribution or sale of any prohibited substances or alcohol on its premises. Exceptions to this are detailed within 3.1.

Workers must not be under the influence (refer to section 3.2) of alcohol or any prohibited substance:

- when undertaking work on behalf of the Company
- on any Company premises or third-party premises

- at any point in the working day (including lunch time)
- when on call
- when driving any vehicle.
- during overnight stays in hotels prior to mobilisation offshore or to site

3.1 Alcohol Exceptions

The following alcohol exceptions are permitted as follows:

- distribution of alcohol related gifts where this is part of a special occasion and / or has been approved under the Gifts and Hospitality Policy.
- consumption of alcohol whilst on Company business outside Company premises when alcohol is included as part of corporate hospitality. For the avoidance of doubt, this exception does not include overnight stays in hotels prior to mobilisation offshore or to site.
- consumption of alcohol whilst attending official events organised or sponsored by the Company if held out with Company premises and with Senior Approval.

Alcohol consumption in these circumstances should be reasonable such that it does not impair the worker's behaviour to the detriment of the Company, their colleagues or any other third party.

Workers who have consumed alcohol, whilst on Company business or events as set out above, in excess of the legal limits for driving in the UK (refer to <https://www.gov.uk/drink-drive-limit>) must not attempt to drive any vehicle until such time as they are no longer in excess of the limit. Employees should note and make themselves fully aware of the differences in driving limits in different countries within the UK.

3.2 Under the Influence

The Company defines under the influence as detailed below.

3.2.1 Safety Critical Roles

For workers who are engaged in Safety Critical Work, the Company operates a zero-limit policy in respect of alcohol when carrying out work for the Company. Any sample reading of alcohol which is reported as more than zero, will be viewed as a positive result where the Medical Review Officer can find no legitimate medical reason for the presence of the substance.

A sample reading of any prohibited substance that meets or exceeds the screening levels; where the Medical Review Officer can find no legitimate medical reason for the presence of the substance, will be deemed a positive result and in breach of this Policy.

Drug Driving legislation in Scotland, England and Wales makes it illegal to drive with not only illegal drugs in your system, but also certain prescribed drugs (refer to <https://www.gov.uk/government/collections/drug-driving#table-of-drugs-and-limits>).

3.2.2 Defining Safety Critical Roles

Safety Critical describes a role which, in the view of the Company, if carried out incorrectly or not at all, could lead to serious plant damage, loss of containment, injury or fatality.

Examples include but are not limited to plant/crane operator, forklift truck driver, control room operator, members of rescue teams, aircraft refuellers (helicopters), rope access teams and confined space teams.

Inherent health risks present in the workplace should also be considered when categorising roles as Safety Critical.

It is for the Company to determine whether a role is deemed safety critical. Business Units are responsible for confirming which roles are Safety Critical for their area of the business.

3.2.3 Non-Safety Critical Roles

Those engaged in Non-Safety Critical Work, will be deemed to be under the influence of alcohol if their test reading results exceed the alcohol limits for driving in the UK.

A sample reading of any prohibited substance that meets or exceeds the screening levels; where the Medical Review Officer can find no legitimate medical reason for the presence of the substance, will be deemed a positive result and in breach of this Policy.

Drug Driving legislation in Scotland, England and Wales makes it illegal to drive with not only illegal drugs in your system, but also certain prescribed drugs (refer to <https://www.gov.uk/government/collections/drug-driving#table-of-drugs-and-limits>).

3.3 Testing

The Company will instigate prohibited substance and alcohol testing where there is:

- a legal requirement to do so
- a client or contractor requirement to do so
- industrial standards and best practice advocate their use
- Safety Critical Work is being undertaken
- with cause
- a post incident requirement

3.3.1 Types of Testing

The following types of prohibited substance and alcohol testing may be initiated:

- Pre-placement testing

Prior to commencing employment or engagement with the Company, applicants may be required to undergo prohibited substances and alcohol pre-placement testing. Failure to comply with testing requirements will result in the withdrawal of the Company's offer of employment or engagement. The circumstances of a non-negative result will be reviewed and may result in the withdrawal of the Company's offer of employment or engagement where the Medical Review Officer can find no legitimate medical reason for the presence of the substance.

- Pre-deployment testing

Pre-deployment prohibited substances and alcohol testing may be carried out where appropriate and necessary by the Company and/or required by a client.

- With cause testing

Where an individual is believed to be under the influence of prohibited substances and/or alcohol at work as a result of unusual behaviour or any other indicator, then they may be tested with cause. The manager will have to justify the reason for the test and is encouraged to seek a second opinion. With cause testing should be conducted as soon as possible.

- Post work-related incident testing

Unless otherwise required by law, whenever the Company reasonably believes that a worker caused or contributed to a work-related incident, on either Company premises or third-party premises, the individual(s) involved may be required to submit to a prohibited substances and alcohol test.

Post work-related incident testing should be conducted as soon as possible. Workers are required to ensure their availability to carry out this test otherwise the Company will consider the worker to have refused to submit a test. This does not prohibit the worker from leaving the scene of a work-related incident for the period required, for example to summon assistance, respond to the incident, or obtain medical care for themselves or others.

- Random testing

The Company may invoke random testing of workers for prohibited substances and/or alcohol at any time including where there is reasonable cause for concern that a prohibited substance and/or alcohol problem may exist at a particular location.

- Testing during and following a treatment programme for substance misuse

An employee who has been receiving treatment and / or counselling for substance misuse will be subject to testing (refer to section 3.12.4).

The Company will only arrange pre-placement prohibited substances and/or alcohol tests for prospective employees of the Company. Those who will be otherwise engaged may be required to provide the Company with a prohibited substance and/or alcohol test result certificate which meets the required standards.

3.4 Refusal to Submit to Testing

If a worker refuses to submit to testing, their line manager or equivalent will encourage them to take the test and will advise them of the potential consequences of their actions. Following this, instances where a worker continues to refuse to submit to testing will be investigated.

The Company considers refusal to submit to testing as an act of gross misconduct, therefore an employee may be suspended pending the outcome of the investigation and, where applicable, disciplinary process. If a worker, who is not an employee of the Company, refuses to submit to testing, the Company may terminate their services in accordance with their terms of engagement, including immediate termination where applicable.

Refusing to submit to testing includes:

- failure to cooperate with any part of the testing process
- failure to appear for testing at the collection site at the allotted time
- failure to provide a sample without a valid medical explanation

- failure to provide a sample within the allotted two-hour timeframe taken from the point in time that the worker was first asked to provide a sample by either the Company Occupational Health provider or designated representative, at the collection site
- failure to permit the observation or monitoring of sample collection when it is required
- leaving the scene of a work-related incident without just cause and without submitting to take a test if requested and
- failure to take a second test if required.

3.5 Testing Methods

The collection of samples and initial screening will be carried out by either the Company Occupational Health provider or by a designated representative.

All laboratory analysis will be carried out by a pre-approved, independent professional testing provider that has ISO / IEC 17025 UKAS accreditation.

3.5.1 Alcohol Testing Methods

Alcohol testing will usually involve a breath test using a Home Office approved breathalyser which will identify the amount of alcohol per millilitre of breath.

3.5.2 Prohibited Substances Testing Methods

3.5.2.1 Standard Testing

Prohibited substance testing will usually involve saliva and urine sampling, subject to a two-stage testing process. Stage one involves an initial screening which can provide a negative or a non-negative result. The non-negative result does not necessarily mean that the worker has failed the test and is in breach of this Policy. At this stage, the same sample must then be sent to an approved laboratory for more detailed testing analysis.

In exceptional circumstances, the Company may use other methods of testing which may include blood or hair sampling. In all circumstances the Company will opt for the least invasive testing method, providing it can provide appropriately accurate results.

3.5.2.2 Non-Standard Testing

If the Company believes a worker is under the influence of a prohibited substance which is not covered by standard testing, the Company may consult a third-party specialist to advise on the level and type of impairment the worker may be experiencing before making any decisions on the appropriate action to take. As a result, the worker may be required to submit to further testing.

Where, through testing, it is deemed the worker is under the influence of a prohibited substance, the Company will deem this a positive result and therefore a breach of this Policy.

If no test is undertaken due to the lack of a reliable test, the Company will undertake an investigation into the worker's behaviours, with the testing provider before making any decisions on the appropriate action to be taken.

3.5.3 Testing Process

To arrange a prohibitive substance and alcohol test, the line manager should contact the P&O Business Partner. The line manager will advise the worker of the requirement to take the test explaining why the requirement is necessary and provide the arrangement details for testing.

The Company shall arrange transportation for the worker to and from the sample collection site; management and/or P&O will accompany the individual.

The worker shall be asked to prove their identity using photographic identification e.g., passport or driving licence, at the time of the sample collection. If this is not possible at the time, the worker will be identified by another member of the team normally the line manager or P&O. Workers are required to fully disclose all prescription drugs, purchased medication or any other prohibited substances they have taken on the declaration form at the time of testing. Refer to section 3.10 regarding confidentiality.

Workers must not tamper with testing samples (e.g., sample substitution, dilution, or addition of adulterant substances) or knowingly interfere with the test procedures.

3.5.3.1 Tests at Third Party Premises

The Company will permit workers who are carrying out work on third party premises to be tested under the third-party procedures. In such cases the Company will investigate the circumstances of non-negative results before making any decisions on the appropriate action to be taken. Where third-party testing deems a worker to have submitted a positive test, they may not allow the worker to continue to work for them regardless of the Company's findings following its investigation.

Where a worker, who is not an employee of the Company, receives a positive test result, this may result in the immediate termination of their services in accordance with their terms of engagement.

3.5.3.2 Retests

To allow retests to be carried out, the Company Occupational Health provider or designated representative will, when carrying out sampling, split the original sample into two. These two samples will be sealed at source in front of the worker. One sample will be used for the full laboratory assessment and the second sample will be retained under controlled conditions by the testing provider ensuring that full chain of custody is maintained.

Should a worker wish to challenge a positive test result, they may arrange a retest to be carried out at a laboratory of their choice providing that it is ISO / IEC 17025 UKAS accredited and at their cost. The Company will take retest results into consideration.

3.5.3.3 Complaints

If a worker has a complaint about the way in which prohibited substance or alcohol testing has been conducted, they can raise this informally with the Company's Occupational Health team. Or an employee may raise a formal grievance in line with the United Kingdom & Republic of Ireland - Grievance Procedure.

3.6 Non-Negative Test Results

Employees and workers who have been tested and recorded as non-negative on an initial screening will not be permitted to return to work and will be suspended on full pay until the confirmatory laboratory assessment results have been received and the Company can determine the appropriate action to take.

If a worker is offshore, they will be sent onshore on the first available helicopter and may be required to go to the Company Occupational Health provider for further testing.

Following a non-negative test result the Company will arrange transport home for the employee.

3.7 Prescription Drugs and Purchased Medication

Workers who are taking prescription drugs and / or purchased medication, or where there has been a change to any such medication must:

- disclose prescription drugs and / or purchased medication at Company medicals such as but not limited to offshore, health surveillance, emergency response team.
- inform their line manager or the Company Occupational Health provider of any side effects that they are experiencing or are likely to experience as a result of taking the prescription drugs and / or purchased medication.
- consult the Company Occupational Health provider to ascertain if taking the prescription drugs and / or purchased medication could impair their fitness for work.
- ensure that all prescription drugs and / or purchased medication brought into the workplace are retained in their original containers / packaging with labels.
- ensure, when mobilising offshore, that they declare any prescription drugs and / or purchased medication that they have in their possession when checking in at the heliport.
- inform the installation medic upon arrival offshore / at site of any prescription drugs and / or purchased medication that they have in their possession and / or are taking.
- it is recommended that the worker carries a letter from the prescribing physician in which the prescription medication and the prescribed dosage is documented.

Managers must ensure that workers are not involved in any work where the potential side effects of the prescription drugs and / or purchased medication they are taking could increase the level of risk to the worker or those around them. Managers should seek guidance from the Company Occupational Health Provider.

3.8 Searches

The Company reserves the right to conduct searches for prohibited substances or alcohol anywhere on Company property. This includes but is not limited to workers' personal possessions (e.g., bags, lockers, desks, packages) located within Company premises. Where the worker is on a third-party premise, the third party may carry out these searches.

Searches of a worker's personal possessions must be conducted by an appropriate manager in the presence of an appropriate witness, who may be another manager or a member of P&O.

Workers can request that a colleague or a trade union representative witness the search. Where the witness is unable to be present within a reasonable timeframe, the search will not be delayed and will be carried out without the presence of the witness.

Any prohibited substance or alcohol found will be confiscated. Instances where workers do not cooperate with searches will be investigated and may be considered a breach of this policy.

3.9 Consequences

For employees of the Company, any breach of this Policy may result in disciplinary action up to and including dismissal in accordance with the UK Disciplinary Policy.

For workers who are not employees of the Company, any breach of this Policy may result in the termination of their services in accordance with their terms of engagement, including immediate termination where applicable.

3.10 Confidentiality

The Company is committed to compliance with data protection and privacy laws and therefore any personal data collected in connection with this policy will comply with the Data Protection Policy. For further information refer to privacy@woodplc.com.

Any information that a worker provides or relates to the worker, which is generated as a result of this Policy, and disclosed to the Company will be kept strictly confidential between those who have a strict requirement to know the information (refer to the Global Privacy notice for Workers).

The Company will only share test results with a third party when the worker concerned has given their consent in writing. Workers must, however, understand that refusal to give permission to share this information with a client or third party in a controlled manner could result in that worker being refused permission to work for the associated client / third party.

Information obtained under this Policy may be shared with an appropriate regulator where the Company reasonably believes that a contravention of law may have taken place.

3.11 Criminal Convictions

In the event that an employee is convicted of a prohibited substance related offence, and if such conviction affects the employee's ability to carry out their duties, or may damage the company's reputation, the employee may be subject to disciplinary action in line with the UK Disciplinary Policy.

3.12 Rehabilitation

The Company has a duty of care in respect of the health and safety of its workers and the people with whom we do business. Workers also have a duty not to endanger the lives or safety of others. It is therefore important that anyone who is aware that they, or a fellow colleague, may have a problem relating to substance misuse, approach their line manager or P&O to discuss the matter in confidence. Each case will be considered individually, and assistance may be provided where appropriate.

3.12.1 Informing the Company

Advising the Company of a substance misuse problem in advance of any issue being found or an incident occurring may impact how the Company views the overall situation as coming forward demonstrates acting with care and courage.

3.12.2 Treatment and Support

Workers who suspect they have a substance misuse problem are encouraged to seek assistance from their General Practitioner (GP) or a specialist treatment agency. Employees may make use of the Employee Assistance Programme.

The Company may refer an employee to the Company Occupational Health provider for diagnosis and further advise. If the Company Occupational Health provider acknowledges a problem exists, the Company may, at its discretion, offer the employee assistance with rehabilitation through a third-party provider.

Prior to commencing a treatment programme, the employee must agree to participate and adhere to its conditions. The programme, and the employee's progress, will be reviewed by the employee and the health professional supervising their treatment on a regular basis and modified, as necessary.

Whilst an employee is under medical treatment and is unfit to work, the period will be deemed sickness absence. Payment will be made in accordance with the sickness absence terms within the employee's contract of employment.

3.12.3 Work Arrangements during Treatment

Any worker who has a substance misuse problem will not be permitted to work in a Safety Critical Role. Where health and safety are not at risk, the worker may be permitted to remain at work whilst receiving treatment. Duties may be amended as applicable and the situation will be reviewed regularly.

Where operationally viable, employees may be permitted reasonable time off during working hours to implement the programme, including to attend appointments related to treatment. Payment will be in accordance with the employee's contract of employment and the UK Leave of Absence Policy.

3.12.4 Return to Work

Every effort will be made to ensure that on completion of a treatment programme, individuals are able to return to the same or an equivalent role. This may not always be possible where a return to work would jeopardise a satisfactory level of job performance or the individual's recovery.

A return to work plan will be agreed between the employee, the appropriate health professional, and the Company. This plan will require the employee to be subject to reasonable, unannounced testing for a period of up to six months following completion of the treatment programme.

If an employee does not successfully complete a programme of treatment, or their recovery and return to work does not go as planned, their manager and P&O will meet with them to decide what further action, if any, should be taken.

3.13 Interventions

Managers who consider an individuals' unsatisfactory performance or attendance may be prohibited substance or alcohol related should discuss the matter with P&O.

4 Definitions

The following terms are used within this document.

Term	Definition
Company	References to the "Company" in this Policy are references to the Company that employs or engages the worker.
Company premises	All owned, operated, leased by or otherwise in control (in whole or in part) of the Company and for the avoidance of doubt, includes designated check-in points for travelling to and from offshore and abroad such as heliports / airports and shall include any transportation being used for Company business.
Third party premises	All property owned, operated, leased by or under control (in whole or in part) of any client, sub-contractors or any tier and vendors of the Company and for the avoidance of doubt, includes designated check-in points for travelling to and from offshore and abroad such as heliports / airports and any transportation provided from such heliports / airports and shall include any vehicle or mode of transport being used for Company business.
Non-negative	A non-negative outcome to an initial screen for prohibited substances is one which, cannot be confirmed as negative or positive for prohibited substances until the outcome of the evidential test (second test) is known.
P&O	People & Organisation.
Prohibited substance	<p>Will include:</p> <ul style="list-style-type: none"> • legal but unlawfully used substance, e.g., prescription drugs which are used or obtained without permission, used in ways other than for their intended use, used by exceeding prescribed dosages or are not prescribed by a registered medical practitioner. • psychoactive substances (including products containing Cannabidiol). • substance(s) which an individual may not possess, sell, or use under applicable UK legislation. • solvent(s) or volatile substance(s) that has caused or may cause intoxication. • any other substance which chemically modifies the body's functioning, resulting in physical, psychological, or behavioral change. • any item associated with the use or consumption of any of the above.

Term	Definition
With Cause	<p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • instances when a prohibited substance has been detected on Company premises or third-party premises, in a location that can reasonably be associated with a worker of the Company; and/or • when there are reasonable grounds, including observable, physical signs of impairment, to believe the worker's ability to provide services in a safe manner may be compromised, such as: <ul style="list-style-type: none"> ○ decreased productivity ○ poor quality of work ○ changes in behaviour ○ appearance or speech pattern ○ extended breaks ○ smell of alcohol ○ regular absenteeism from work ○ witnessing alcohol consumption or drug use ○ hearing conversation admitting alcohol or drug misuse ○ circumstances in which it may reasonably be inferred that the worker had just consumed drugs or alcohol
Safety Critical Work	<p>A role which, in the view of the Company, if carried out incorrectly or not at all, could lead to serious plant damage, loss of containment, injury or fatality.</p> <p>Examples include but are not limited to plant/crane operator, forklift truck driver, control room operator, members of rescue teams, aircraft refuellers (helicopters), rope access teams and confined space teams.</p> <p>Inherent health risks present in the workplace should also be considered when categorising roles as Safety Critical. Business Units are responsible for confirming which roles are Safety Critical for their area of the business.</p>
Substance misuse	<p>A spectrum of substance usage disorders including abuse and addiction which may impair judgment, behaviour or performance.</p> <p>For the purposes of this statement drug misuse includes but is not limited to:</p> <ul style="list-style-type: none"> • the non-medicating (i.e. non-curative or non-pain relieving) use of drugs (e.g. the misuse of opiates, stimulants, sedatives) • the illicit use of drugs which have no generally accepted medical purpose (e.g. the misuse of cocaine, LSD) • the misuse of other substances by assimilation into the person, e.g. the inhalation of solvents and other volatile substances (often referred to as "glue sniffing") <p>For the purposes of this Policy, the term drug misuse is used to cover both the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and other substances including legal highs and solvents.</p>
UKAS	United Kingdom Accreditation Service.

Term	Definition
Worker	Worker is the generic term to cover employees of the Company, consultants (including those providing their services through a personal service company), contractors and vendors (or their designated personnel where appropriate) and workers of contractors or vendors, and agency workers engaged by the Company on a contract of service or a contract for services.
Work-related incident	Any event that has caused or has the potential to cause: <ul style="list-style-type: none"> • death • injury (requiring immediate medical treatment beyond first aid) to any individual or group of individuals • ill health • damage to equipment or property including motor vehicle accidents.
Working	For the purpose of this policy "work" includes <ul style="list-style-type: none"> • carrying out work for the Company or a third party • reporting for work • returning to work • are on any Company premises or third-party premises or during any point in the working day (including lunch time) • are on call • offer themselves to assist in any work-related activity • drive any vehicle for a business journey
Senior Approval	Senior Approval in these circumstances would refer to President level across both functions and operations.
Medical Review Officer	The MRO is a licensed physician who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

5 References

Document title	Document no.
UK Disciplinary Policy	HRM-PLD-100019
Gifts & Hospitality Policy	COP-PLD-100004
United Kingdom & Republic of Ireland - Grievance Procedure	HRM-PRO-110097
UK Ill Health Policy	HRM-PLD-100025
Data Protection Policy	COP-PLD-100007
Global Data Privacy notice for Workers	N/A

6 Revision History

Rev no.	Rev date	Summary of changes
0	18-Jan-2021	Issued for UK Harmonisation and will supersede UK - Drug, Alcohol and Substance Policy (HRM-PLS-1037) and UK Substance Misuse Procedure (HRM-PRO-100013)