Procedure

UK - Substance Misuse Procedure

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1.0 Purpose and Scope

The Company is committed to protecting the health, safety and wellbeing of its employees and all persons who may be affected by its activities. The Company recognises that alcohol, drug and substance misuse can adversely affect safety, performance, productivity and wellbeing.

The Company aims to prevent risks arising from substance misuse and to support individuals who seek help for alcohol, drug or medication-related issues. At the same time, all workers are required to present themselves fit for work and capable of performing their duties safely and effectively.

This Procedure applies to all employees, agency workers, contractors, subcontractors and visitors to Company premises or workplaces.

Where local site rules or client or contractual requirements are more stringent than this Procedure, the more stringent requirements will apply.

2.0 Key Roles and Responsibilities

2.1 Workers

Workers are responsible for:

- Complying with this Procedure.
- Reporting to work fit for duty.
- Not being impaired by alcohol, drugs or medication whilst at work.
- Declaring any prescribed medication that may affect their ability to work safely.
- Cooperating with fitness-for-work assessments where required.

2.2 Line Managers

Line Managers are responsible for:

- Implementing this Procedure.
- Addressing concerns relating to substance misuse.
- Ensuring appropriate action is taken where fitness for work may be compromised.
- Seeking advice from HR and Occupational Health where required.

2.3 Human Resources (HR) and Occupational Health

HR and Occupational Health are responsible for providing guidance and support on the application of this Procedure, including referrals, assessments, reasonable adjustments and rehabilitation programmes.

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3.0 Procedure Requirements

Workers must not:

- Attend work under the influence of alcohol or illegal drugs.
- Misuse prescribed or over-the-counter medication.
- Possess, use, distribute, sell or supply illegal drugs whilst on Company business or premises.
- Undertake duties when impaired by alcohol, drugs or medication.
- Engage in any conduct that may place themselves or others at risk due to substance misuse.

All workers must remain fit for work and capable of always performing their duties safely.

4.0 Alcohol

The consumption of alcohol during working hours is prohibited unless expressly authorised as part of approved corporate hospitality or a Company-sponsored event.

Where alcohol consumption is permitted:

- Consumption must be moderate and responsible.
- Workers must remain fit for work.
- Workers must not drive or undertake safety-critical duties if affected by alcohol.
- Alcohol must not be consumed immediately prior to mobilisation to offshore locations, operational sites or other designated safety-critical workplaces.

5.0 Illegal Drugs

The possession, use, distribution, sale, purchase or supply of illegal drugs on Company premises or while conducting Company business is prohibited.

Any breach of this section may result in disciplinary action, up to and including dismissal, and may be reported to law enforcement authorities where appropriate.

6.0 Prescribed Medication and Medicinal Cannabis

The Company recognises that employees may require medication prescribed by a suitably qualified medical doctor, including controlled drugs and cannabis-based medicinal products.

Employees who are prescribed medication that may affect alertness, concentration, judgement, coordination or reaction times must inform their Line Manager or Occupational Health as soon as reasonably practicable.

This includes, but is not limited to:

- Medicinal cannabis.
- Opioid pain medication.
- Benzodiazepines.
- Certain sleep medications.
- Other prescribed controlled drugs.

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The Company will treat information about medical conditions and prescriptions confidentially and in accordance with applicable data protection legislation.

Employees who lawfully use prescribed medication, including medicinal cannabis, will not be subject to disciplinary action solely because of their treatment. Cannabis-based medicinal products can legally be prescribed in the UK under specific regulatory controls.

However, a valid prescription does not automatically mean a worker is fit to perform all work activities. The Company reserves the right to:

- Conduct a fitness-for-work assessment.
- Refer the individual to Occupational Health.
- Request evidence of a valid prescription.
- Implement temporary work restrictions.
- Reassign duties where necessary to manage risk.

Any assessment will consider:

- The nature of the role.
- Potential medication side effects.
- Safety risks.
- Medical advice.
- Reasonable adjustments where appropriate.

Where an underlying medical condition meets the definition of a disability, the Company will consider its obligations under the Equality Act 2010.

7.0 Safety-Critical Roles

Workers undertaking Safety-Critical activities must always be fit for work and free from impairment. The Company operates a zero-alcohol requirement for safety critical activities and may apply enhanced controls, including alcohol and drug testing, to verify ongoing fitness for work.

A Safety-Critical Role is one which, if carried out incorrectly or omitted, could result in:

- Serious injury.
- Fatality.
- Environmental harm.
- Significant asset damage.
- Major business disruption.

Examples include:

- Vehicle drivers.
- Crane and plant operators.
- Forklift operators.
- Control room operators.
- Rope access personnel.

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- Confined space teams.
- Emergency response personnel.

The Company reserves the right to designate any role as safety-critical based on risk.

Workers prescribed medicinal cannabis or other potentially impairing medication may be temporarily restricted from safety-critical duties pending assessment by Occupational Health.

8.0 Searches

Where there are reasonable grounds to believe this Procedure has been breached, the Company reserves the right to conduct searches of:

- Company property.
- Lockers.
- Desks.
- Equipment.
- Company vehicles.
- Personal belongings brought onto Company premises, where permitted by law.

Searches will be conducted reasonably, respectfully and in accordance with applicable legal requirements. Wherever practicable, searches will be carried out in the presence of the individual concerned. Workers may request that a witness be present during the search, provided this does not cause unreasonable delay or compromise the purpose of the search.

Refusal to cooperate with a lawful search may result in disciplinary action.

9.0 Testing Arrangements

The Company reserves the right to conduct alcohol and drug testing where legally permissible and proportionate to the risk associated with the role or circumstances.

Testing may be undertaken in the following circumstances:

- Pre-employment testing.
- For-cause testing where there is reasonable suspicion of impairment or breach of this Procedure.
- Post-incident or post-accident testing.
- Random testing in designated safety-critical roles.

Testing may include:

- Breath alcohol testing.
- Urine screening.
- Oral fluid testing.
- Other approved testing methodologies.

All testing will be conducted by a competent and appropriately accredited testing provider using recognised procedures, including appropriate chain-of-custody arrangements to ensure the integrity, confidentiality and traceability of samples.

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A confirmed positive result for an illegal substance, or evidence of the misuse of prescribed medication, may result in disciplinary action.

Where a test identifies the presence of a prescribed medication, including medicinal cannabis, the result will be reviewed by a Medical Review Officer (MRO) and, where appropriate, Occupational Health. The review will consider any legitimate medical explanation, the individual's fitness for work, and any associated workplace risks before any employment decision is made.

A non-negative result for a prescribed medication, including medicinal cannabis, will not automatically be considered a breach of this Procedure.

9.1 Testing Process

Workers required to undergo alcohol or drug testing will be informed of the reason for the test and the arrangements for sample collection.

Workers must provide satisfactory proof of identity at the time of testing and declare any prescribed medication, over-the-counter medication or other substances that may affect the test result.

Workers must cooperate fully with the testing process and must not tamper with samples or interfere with testing procedures. Examples include sample substitution, dilution, adulteration or any other attempt to compromise the integrity of the test.

Where appropriate, the Company may arrange transportation to and from the testing location.

9.2 Third Party Testing

Where workers are engaged on client or third-party premises, alcohol and drug testing may be conducted in accordance with the client's or third party's substance misuse procedures.

Where a non-negative or positive result is reported, the Company will review the circumstances and determine any appropriate action in accordance with this Procedure. Workers should be aware that client organisations may restrict or withdraw site access in accordance with their own policies and requirements.

10.0 Refusal to Test

Workers are expected to comply with lawful requests for alcohol and drug testing.

Refusal to test may include:

- Failure to attend testing.
- Deliberate delay.
- Failure to provide an adequate sample.
- Tampering with or adulterating a sample.
- Refusal to cooperate with collection procedures.

Unreasonable refusal to undergo testing may be treated as a breach of this Procedure and may result in disciplinary action.

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11.0 Non-Negative and Positive Results

An initial screening result indicating the presence of alcohol or drugs will be treated as a non-negative result until confirmatory analysis has been completed where applicable.

Employees and workers who receive a non-negative result on an initial screening test will not be permitted to return to work and will be suspended on full pay pending receipt of the confirmatory laboratory results and the Company's determination of any appropriate next steps.

Where the individual is working offshore, they may be returned onshore at the earliest available opportunity and may be required to attend the Company's Occupational Health provider for further assessment or testing. The Company will arrange appropriate transportation home following a non-negative test result.

A result will normally only be confirmed as positive following:

- Laboratory confirmation; and/or
- Review by Medical Review Officer (MRO).

Where prescribed medication, including medicinal cannabis, is identified, the Medical Review Officer will consider:

- Evidence of a valid prescription.
- Medical explanations.
- Occupational Health advice.
- Fitness for work requirements.

A non-negative or confirmed positive result for cannabis will not automatically constitute misconduct where the worker holds a valid prescription for a cannabis-based medicinal product.

The determining factor will be whether the individual is fit to undertake their duties safely and whether they have complied with this Procedure.

12.0 Occupational Health and Rehabilitation

The Company encourages workers experiencing alcohol, drug or medication related problems to seek assistance at the earliest opportunity.

Support may include:

- Occupational Health referral.
- Employee Assistance Programme (EAP).
- Counselling services.
- Medical treatment and rehabilitation support.

Where appropriate, the Company may implement a rehabilitation and return-to-work plan to support recovery and facilitate a safe return to work. Workers who voluntarily seek help will normally be offered appropriate support, provided workplace health and safety is not compromised.

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13.0 Return-to-Work and Follow-Up Testing

Workers returning to work following:

- Substance misuse treatment.
- A positive test result.
- A period of suspension relating to substance misuse concerns.
- Extended absence associated with substance misuse.

may be required to undergo:

- Occupational Health assessment.
- Fitness-for-work review.
- Return-to-work alcohol and/or drug testing.

Where an employee has completed a treatment or rehabilitation programme, every reasonable effort will be made to facilitate their return to the same or an equivalent role. However, this may not always be possible where a return to work could adversely affect workplace safety, job performance, or the individual's recovery.

A return-to-work plan will be agreed between the employee, Occupational Health or another appropriate healthcare professional, and the Company. This plan may include workplace adjustments, ongoing support measures, and reasonable unannounced alcohol and/or drug testing for a period of up to six months following the employee's return to work.

The Company may also require unannounced follow-up testing following a return to work to support ongoing recovery and verify continued fitness for work.

Where an employee does not successfully complete a treatment programme, or their recovery and return-to-work plan is not progressing as expected, the employee, their Line Manager and HR will meet to review the circumstances and determine any further support measures or appropriate action.

14.0 Disciplinary Action

Breaches of this Procedure may result in disciplinary action up to and including dismissal.

Examples include:

- Attending work impaired by alcohol or drugs.
- Possession or supply of illegal drugs.
- Misuse of prescribed medication.
- Refusal to comply with testing requirements.
- Failure to disclose prescribed medication where there is a foreseeable safety risk.
- Undertaking safety-critical duties when medically unfit.

Each case will be considered individually and in accordance with the Company's disciplinary procedures.

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

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15.0 Confidentiality and Data Protection

Information relating to substance misuse, medical conditions, prescriptions, testing and treatment will be treated as confidential and processed in accordance with:

- UK GDPR.
- Data Protection Act 2018.
- Applicable occupational health confidentiality requirements.

Information will only be disclosed on a need-to-know basis where necessary to protect health and safety, meet contractual requirements, comply with legal obligations, or where the worker has provided written consent.

Workers should be aware that refusal to allow the disclosure of relevant test results for fitness for work information may affect their ability to access certain client sites or undertake work for specific clients.

Information obtained under this Procedure may be disclosed to an appropriate regulatory, enforcement or legal authority where required by law or where the Company reasonably believes a breach of legal or regulatory requirements may have occurred.

16.0 References and Supporting Documents

Document Number	Description
COP-PLD-100004	Gifts & Hospitality Policy
COP-POL-110007	Data Protection Policy
HRM-PRO-110097	United Kingdom & Republic of Ireland - Grievance Procedure
HRM-PRO-110104	United Kingdom & Republic of Ireland - Disciplinary Procedure
HRM-PRO-110110	UK - Sickness Absence Procedure
HSE-POL-110014	Drugs and Alcohol Policy
Wood Worker Privacy Notice.pdf	Privacy notice is on the Data Privacy SharePoint

17.0 Abbreviations and Definitions

Term	Description
Company	References to the "Company" in this Procedure 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.
HR	Human Resources
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.
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.

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Term	Description
Prohibited substance	Will include: • 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.
Safety Critical Work	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. Business Units are responsible for confirming which roles are Safety Critical for their area of the business.
Senior Approval	Senior Approval in these circumstances would refer to President level across both functions and operations.
Substance misuse	A spectrum of substance usage disorders including abuse and addiction which may impair judgment, behaviour or performance. For the purposes of this statement drug misuse includes but is not limited to: • 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") For the purposes of this Procedure, 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.
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.
UKAS	United Kingdom Accreditation Service.
With Cause	Includes, but is not limited to: • 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:

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Term	Description
	○ 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
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.
Working	For the purpose of this Procedure "work" includes: • 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
Work-related incident	Any event that has caused or has the potential to cause: • 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.

18.0 Revision History

Rev	Date	Summary of Changes
0	Day Month Year	Initial Issue - Supersedes HRM-PLD-100049; transferring ownership from HR to HSE.

19.0 Author/Checker/Owner

Author	Checker	Owner
Melanie Steel Occupational Health Lead	Simon Miller Head of HSSE&S - UK & Europe	Simon Miller Head of HSSE&S - UK & Europe

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