

Global Renewables Lancashire Operations Ltd
Business Operating Management System (BOMS)
Standard Operating Procedure

DRUGS AND ALCOHOL

SOP-TL-H&S-000-1038

LEVEL 3





GLOBAL RENEWABLES™

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1. REVISION STATUS

| Revision Status | | | | |
|-----------------|------------|--|-------------------------------------|---|
| Issue No | Date | Revision Description | Prepared By | Approved |
| 1 | 16/05/11 | Initial Revision | P Halliwell | P. Halliwell |
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| 6 | 15/06/2015 | Reviewed the whole SOP | S Porter/T Whittaker |  |
| 7 | 8/11/2016 | Amended | T Whittaker | T Whittaker |

2. INTRODUCTION

This document (Standard Operating Procedure) explains in detail how to complete a specific task; it shall provide detailed information in written text form. This shall include defined responsibilities for particular roles within the company and reference any work instructions or forms/documentation to be completed.

3. PURPOSE & SCOPE

This standard operating procedure shall serve:

To increase awareness at all levels of the risks associated with alcohol and drug consumption, and other substance misuse.

To make it clear that GRLOL regards inappropriate alcohol consumption or the use of illegal drugs or the misuse of other substances prescribed or otherwise as incompatible with acceptable employment performance.

To emphasise that GRLOL will not accept employees' attendance at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on GRLOL premises.

To help Managers identify employees who have an alcohol or other substance related problem and encourage them to participate in a relevant treatment programme.

To encourage employees who suspect or know they have a problem to voluntarily seek help and treatment for that problem.

To ensure fair and consistent treatment towards all employees with alcohol or substance misuse problems.

To ensure that advice and specialist help is made available to employees at an early stage so that their medical condition can be investigated and treated with the utmost speed and confidentiality.

To promote a healthy and safe working environment and thereby protect the welfare of all individuals (employees, service users, members of the public and visitors).

To improve general health and wellbeing, decrease levels of absence arising from alcohol, drug or other substance misuse.

This policy covers all individuals working at GRLOL at all levels and grades, consultants, contractors, trainees, and agency staff.

4. RESPONSIBILITY

The Safety, Health, Environmental and Quality Manager shall ensure that this procedure is implemented by those employees who are responsible for managing employees/contractors/visitors on a GRLOL site.

The Safety, Health, Environmental and Quality Manager shall ensure that all employees with an alcohol or drug/substance problem are treated in compliance with the company criteria and equal opportunities policies and procedures.

Managers have an important role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse.

Where a manager considers that deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance from the Safety, Health, Environmental and Quality Manager.

When a member of staff arrives at work and a Manager reasonably believes that they are under the influence of alcohol or drugs, they shall immediately contact an authorised trained tester in order that a confirmation test can be undertaken. The list of authorised trained testers is detailed on the training matrix.

If an employee notices a change in a colleague's pattern of behaviour the employee should encourage them to seek assistance through their line Manager. If they will not seek help themselves the matter should be drawn to the attention of their line manager. There should be no attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

Managers (where identified within the training needs analysis) shall be given training in:

- (a) The nature of alcohol and drug problems, their possible causes and effects.
- (b) The impact of alcohol and drug misuse on workplace safety and performance.
- (c) Use of testing equipment.

All employees and contractors working at GRLOL sites shall be made aware that the company have a Drugs and Alcohol policy during their initial induction process.

The employing manager of the contractor shall ensure that any contractor whose employee has been denied access or removed from a GRLOL site as a result of a positive alcohol/drug test is notified as soon as practicable. All contractor details shall be updated to reflect the incident and the employee shall be prevented from accessing the site in the future.

5. PROCEDURE

The misuse of alcohol and drugs is a social problem affecting all types of businesses and occupations and the adverse effects for GRLOL can be considerable.

Lateness, absenteeism, poor performance, loss of productivity, bad behaviour, poor discipline and safety lapses are some of the common results of alcohol and drug/substance misuse problems. An employee with such a problem may present for work under the influence of drugs/substances or alcohol or may continue to use drugs or drink alcohol whilst on duty. This can have a detrimental effect on health and safety standards, work performance, can have a demoralising effect on colleagues and damage GRLOL's reputation.

GRLOL recognises that it has a legal responsibility to its employees, to the public and to other organisations working on GRLOL's premises or property.

GRLOL is committed to making proper provision for the health and welfare of its employees as well as ensuring the highest possible safety standards in all its operations.

DETECTING ALCOHOL, DRUG OR OTHER SUBSTANCE, SCREENING / TESTING

Drug/Alcohol testing is a tool for all managers and supervisors to deal effectively with alcohol and drug related harm or risk. Alcohol, drugs and other substance testing provides a way of ensuring that the Company's method for addressing such abuse is consistent and effective.

It is a term and condition of site entry that all personnel working or visiting GRLOL sites agree to undergo alcohol and other drug testing as and when required.

GRLOL shall instigate drug and alcohol testing on any of the following basis:

- For Cause Testing
- Randomly as required (defined criteria agreed)
- For reasonable belief

PERFORMANCE

The following circumstances may indicate a misuse or abuse problem: (These are potential indicators and do not necessarily mean there is a misuse or abuse problem)

- a) Frequent lateness, repeated brief periods of absence for trivial or inadequate reasons.
- b) Persistent absenteeism – certified or uncertified – particularly around weekends and holidays.
- c) Poor productivity, impaired concentration and memory.
- d) Prone to accidents – minor accidents on the job (or near misses) or mistakes, errors of judgement away from the job.

BEHAVIOUR AND APPEARANCE OBSERVATIONS

- a) Smelling of alcohol or appearing to be under the influence of alcohol or drugs or other substances during working hours.
- b) Attempts to disguise the smell of alcohol with for example perfume, aftershave lotion, breath fresheners or mints.
- c) Mood changes, irritability, lethargy.
- d) Deterioration in relationship with colleagues.
- e) A combination of hand tremor, slurred speech, facial flushing, bleary eyes and poor personal hygiene.
- f) Actual evidence of misuse or dependency.

These are only possible signs of misuse or abuse – they could be caused by other medical conditions. Nevertheless the line manager shall discuss any concerns with the employee and, if appropriate, offer assistance in accordance with this procedure. The above circumstances may not be caused by drug or alcohol abuse but may still indicate another underlying issue which a responsible manager should discuss with a member of their team.

SEARCHING

GRLLOL reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks, packages sent to our address, and means of transport or bags brought into GRLLOL's premises, the right of such search being conferred on GRLLOL by anyone who decides to enter onto GRLLOL's premises with such items.

Any alcohol or drugs (other than prescription drugs clearly marked for the workers consumption) found as a result of a search will be confiscated and the employee shall be subject to disciplinary action which could include summary dismissal.

REASONS FOR TESTING

Circumstances where testing shall be carried out include the following:

- Following any serious incident or omission.
- Following any incident involving mobile plant and/or vehicles.
- Where the general behaviour of an individual indicates to a manager/ that the employee may be influenced or affected by alcohol or drugs.
- Where a manager becomes aware that an individual's performance has deteriorated such that in the opinion of the manager job performance standards may not be met and that the manager suspects the inappropriate use of alcohol or drugs to be the cause, usually arising from the absence of any other reasonable explanation for the deterioration.
- Where a manager has reason to believe that there has been use of alcohol or other drugs.

The manager is responsible for the decision to test employees under the above circumstances and they shall notify the competent person or persons to take the test.

To ensure alcohol/drug integrity, the test shall be conducted for any incident, or suspicion giving rise to the necessity for the test.

An independent third-party recognised testing authority shall be contracted for any drug in urine sampling.

REFUSAL TO TAKE A TEST

In the event that personnel present themselves for work and subsequently refuse to take a drug and/or alcohol test when required to do so by a manager, the individual shall be encouraged to take part in the test. Continued refusal shall be treated as evidence indicative of a positive test and the person shall be excluded from the site and the employee shall be subject to disciplinary action which could include summary dismissal.

POSITIVE TEST

Following a positive test for alcohol in breath or drug in saliva/urine/hair of a GRLOL employee, the employee shall be considered to be unfit for work and the employee shall not be allowed to present themselves for work or to operate any plant or drive any motor vehicle.

The employee's line manager shall be notified as soon as practicable and the employee shall be immediately suspended from duties, removed from site to their place of residence by the most

practicable method, employees shall be requested not to drive their own personal vehicle. If the employee insists on driving the company shall notify the police of the employee's intention.

POSITIVE DRUG TEST

The employee will be suspended from their duties.

The collected sample shall be forwarded to the accredited laboratory for detailed analysis as per specimen collection; testing and chain of custody, this procedure shall be in accordance with the third party's standard operating procedure.

When the results are returned from the laboratory, if the results are positive for an illegal drug the employee will remain on suspension from work and will be invited to attend site to provide a further sample. Illegal substances can remain present in the body for a period of time and therefore 7 days will elapse between any tests. If the employee provides a negative sample at the next test they will be allowed to return to work and a disciplinary hearing will be convened.

In the event the employee provides a further positive sample at the second test they will remain on suspension and be required to attend site to take a third test. If they employee continues to provide positive samples after the third test it will be deemed the employee does not wish to refrain from taking illegal substances and GRLOL reserve the right to progress to a disciplinary hearing where it is anticipated that all sanctions up to and including Final Stage Dismissal of the Company Disciplinary Procedure shall be considered and the employee will not be offered the support programme.

The Disciplinary Hearing is of a formal Disciplinary nature. GRLOL operates a zero tolerance policy regarding the taking or being under the influence of drugs or alcohol whilst on duty. If a finding is made against you, then it is anticipated that all sanctions up to and including Final Stage Dismissal of the Company Disciplinary Procedure shall be considered

If this is the first time the employee has presented a positive sample during a test the Chair at the disciplinary hearing will consider giving a disciplinary sanction up-to final written warning on the condition the employee agrees to participate in the rehabilitation support programme which will be provided by GRLOL. If the employee does agree, the relevant paperwork detailing the support programme and the consequences of breaching the programme will provided to the employee to read and sign acceptance of the terms and conditions relating to the programme.

It is understood and agreed by the employee that should they fail to complete this agreement or breach any of the conditions arising from the rehabilitation programme, the agreement may be terminated and the relevant next stage disciplinary procedure may be instituted.

NEGATIVE TEST

When the results are returned from the laboratory, if the results are negative, a review of the results with the employee shall be undertaken. The employee shall be reinstated and shall resume normal duties. Any loss of basic earnings as a result of the suspension for suspected drug misuse will be repaid to the employee.

ALCOHOL TEST

GRLOL follow the same testing parameters as the police drink driving parameters and deem any employee who provides a sample above these parameters as under the influence of alcohol and unfit and/or unsafe for work. Employees who do not drive while at work can still present a risk to others as their concentration can be impaired if they are under the influence of alcohol.

These parameters are:

ZERO: < 4µg/100 ml
PASS: < 31µg/100 ml
ALERT: ≤ 35µg/100ml
FAIL: ≥ 36µg/100 ml

If the sample provided is in excess of the fail parameters the employee will be suspended from work, this suspension will be unpaid. They will be invited to attend site to provide a further sample. As alcohol does not remain in the body for the same period of time as drugs they will be asked to return to site the following day. If the employee provides a sample which is below the fail parameters at the next test they will be allowed to return to work and a disciplinary hearing will be convened.

The Disciplinary Hearing is of a formal Disciplinary nature. GRLOL operates a zero tolerance policy regarding the taking or being under the influence of drugs or alcohol whilst on duty. If a finding is made against them, then it is anticipated that all sanctions up to and including Final Stage Dismissal of the Company Disciplinary Procedure shall be considered. However, the Company reserves the right to refer to an earlier stage of the Disciplinary Procedure.

If this is the first time the employee has presented a sample in excess of the fail parameters the Chair at the disciplinary hearing will consider giving a disciplinary sanction up-to final written warning on the condition the employee agrees to participate in a rehabilitation support programme which will be provided by GRLOL. If the employee does agree, the relevant paperwork detailing the support programme and the consequences of breaching the programme will provided to the employee to read and sign acceptance of the terms and conditions relating to the programme.

It is understood and agreed by the employee that should they fail to complete this agreement or breach any of the conditions arising from the rehabilitation programme, the agreement may be terminated and the relevant next stage disciplinary procedure may be instituted.

In the event the employee provides a further sample in excess of the fail parameters at the second test they will remain on suspension and be required to attend site to take a third test. If the employee continues to provide samples in excess of the fail parameters after the third test it will be deemed the employee does not wish to refrain from drinking alcohol and GRLOL reserve the right to progress to a disciplinary hearing where it is anticipated that all sanctions up to and including Final Stage Dismissal of the Company Disciplinary Procedure shall be considered and the employee will not be offered the support programme.

CONTRACTORS/VISITORS POSITIVE TEST

Following a positive test for alcohol in breath or drug in saliva of a contractor/visitor to a GRLOL site, the contractor/visitor shall be considered to be unfit for work and/or not allowed to enter the site. The contractor/visitor shall be asked to leave the site and be asked not to operate any plant or drive any motor vehicle and will be offered a taxi (at their expense) to collect them and take them to their desired destination. If the contractor/visitor insists on driving then GRLOL will inform them that the company has a duty to inform the police of their intention to drive their motor vehicle from site.

The company shall notify the contractor/visitors line manager about the incident and pass support details and information to help their employee. The contractor/visitor shall be prevented from accessing the site for the foreseeable future.

QUALITY CONTROL

To ensure test integrity and consistency GRLOL shall ensure that the 3rd party supplier who takes the urine samples shall only use accredited laboratories.

SUPPORT

GRLOL shall assist any employee suffering from alcohol, other drug or other substance misuse or abuse in the same way as any employee suffering from any other serious health condition would be assisted. It shall provide support and assistance and, where appropriate, access to treatment with the aim that the employee's health and well-being is improved. The goal shall be to support the individual's return to an acceptable level of performance and attendance.

DISCIPLINE

Disciplinary action for the 1st occasion of misuse of alcohol and drug abuse will normally be taken against employees alongside the rehabilitation support programme. Employees with an apparent dependency shall be made aware of the likely consequences if they do not accept the offer of support for an alcohol or substance misuse problem under this procedure, the employee shall be subject to disciplinary action which could include summary dismissal.

Staff shall not drink alcohol during the normal working hours, at break times and at official work-based meetings and events. Drinking alcohol while at work or working under the influence of alcohol may be considered serious misconduct or gross misconduct, particularly in the event that health, safety and well-being is endangered as a result.

The company has a legal obligation to report to the police any employee or visitor who is found in possession, supplies or produces non-prescription drugs on the company's premises. In such circumstances the Management team shall be notified as soon as practicable.

Any individual convicted by a court, for the sale, supply, or possession of drugs shall face disciplinary action and if the employee is imprisoned, then based on the information at the time a disciplinary decision shall be made in their absence.

TRAINING

For those who are responsible for administering the sampling of personnel training will be provided on the following;

- Usage of different sampling methodology (e.g. Draeger Alcohol Meter & Drug Testing materials) or such equipment as the company may adopt.

CONFIDENTIALITY

GRLOL aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately by the, managers and supervisors and, where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

THE SUPPORT AGREEMENT

The support agreement as part of the rehabilitation programme shall place reasonable conditions on the employee in terms of acceptable conduct and behaviour at work. Time off if required shall be identified as authorised unpaid absence.

It shall require from the employee the restoration of work performance or improved attendance to an acceptable level within a reasonable time-scale. The time-scale shall be defined in relation to the seriousness of the case as supported by the Occupational Health Provider. The support agreement shall commit the employee to follow a programme of rehabilitation and GRLOL shall provide appropriate counselling, therapy, treatment and support for the employee as is reasonable. It shall be tailored to the individual employee but common elements shall include the Occupational Health Provider requiring the employee to:

- Agree to regular drugs or alcohol testing, which can be undertaken at any time.
- Attend frequent and regular meetings with an appropriate agency if advised by the Occupational Health Provider.
- Agree to other conditions considered by the Occupational Health Provider to be appropriate and reasonable.

The employee's health shall be regularly monitored during the rehabilitation period by the Occupational Health Provider: assistance as appropriate shall be provided by the agencies nominated in the support agreement.

After a twelve month period the manager shall call a meeting with the Occupational Health Provider and the employee and the employee's representative to review the support agreement and evaluate its success.

6. APPENDICES

| <u>ALCOHOL, DRUG OR OTHER SUBSTANCE MISUSE OR ABUSE</u> | |
|--|---------------|
| <u>USEFUL CONTACT NUMBERS</u> | |
| National Drugs Helpline (free confidential advice) | 0800 776 600 |
| Release (24 hour confidential helpline on drug use and legal issues on drugs) | 0171 603 8654 |
| Adfam National (National helpline for friends and families of drug users) | 0171 928 8900 |
| Families Anonymous (self-help group for families and friends of people with drug related problems) | 0171 498 4680 |
| Alcoholics Anonymous | 01904 644026 |
| Samaritans | 01484 5333388 |
| Narcotics Anonymous | 0171 730 0009 |
| Drinkline (Mon – Fri 11am – 11pm) | 0345 3202021 |
| Al-Anon Family Groups | 0171 403 0888 |
| Alcohol Concern | 0171 928 7377 |