



Substance Abuse Policy & Procedure

1. Purpose

TDC Parsons Peebles Ltd recognises the potential danger as a result of the misuse of alcohol, drugs or solvents to an individual's personal safety, the safety of colleagues, company property and customer's property. This policy is designed to provide a framework for the prevention and management of alcohol and drug related problems within TDC Parsons Peebles and does not prevent staff from taking prescribed drugs or those bought over the counter, provided that the use of such drugs is appropriate and controlled. In such circumstances, staff need to be aware of their responsibilities regarding any potential side effects that may impact on their ability to perform duties safely and effectively.

This procedure is applicable to all TDC Parsons Peebles employees.

2. Responsibilities

All employees have a duty to ensure that:

- Their work performance is not impaired as a consequence of alcohol or drugs.
- They are aware that medicines prescribed to them or purchased over the counter have potential to impair work performance. Where individuals are in any doubt about their ability to perform their duties, they should consult their Medical Practitioner and, where advised, bring this to the attention of their Manager.
- They offer support and advice to colleagues whom they suspect of suffering from alcohol or drug abuse.
- They speak to their Line Manager if they believe that their safety, and the safety of others, is at risk, for whatever reason.

3. Substance Abuse Policy

The Company aims to promote the health and well-being of all employees and is committed to providing a safe working environment for its employees and other persons working on or visiting Company premises. In order to assist in maintaining a safe working environment it is imperative that this policy is enforced.

This policy shall apply to all employees of the Company who work, visit or perform services on Company premises and/or Third-Party Premises. The term "Company premises" means all property owned, operated, leased by or otherwise under the control (in whole or in part), of the Company. The term "Third Party premises" means all property owned, operated, leased by or under the control (in whole or in part) of any customer or client, sub-contractors of any tier and vendors of the Company whether onshore, offshore or overseas and for the avoidance of doubt, includes designated check-in points for personnel travelling to and from offshore installations such as heliports and/or airports and any transportation provided from such heliports and/or airports, to and from any offshore location.

The Company is aware of the problems associated with substance abuse and the cost to human lives in society today. The Company has a responsibility to ensure that it provides a safe working environment and therefore the use (except as otherwise specifically provided herein), possession, concealment, transportation, purchase, promotion or sale of Prohibited Substances on Company premises or Third-Party premises will not be tolerated in any form whatsoever.



The use, possession, concealment, transportation, purchase, promotion or sale of Prohibited Substances on Company premises or Third-Party premises is strictly forbidden. Furthermore, being under the influence of Prohibited Substances at any time whilst working for the Company or whilst on Company premises or Third-Party premises is strictly prohibited. The establishment of a zero-tolerance workplace policy is consistent with the company's desire to promote a safe and accident-free workplace.

Prohibited Substances are defined as:

- Any controlled drug as defined by Section 2 and Schedule 2 of the Misuse of Drugs Act 1971 (amendment) Order 2021. Prohibited drugs include, but are not limited to cocaine, metabolites, opiate metabolites, amphetamines (unless pursuant to a physician's current prescription), marijuana metabolites and phencyclidine (PCP).
- Any other legal but unlawfully used substance, e.g.: prescription drugs obtained or used without permission or such drugs not being used for their originally intended purpose.
- Any alcoholic beverage.
- Any item associated with the use or consumption of any of the foregoing.

"Being under the influence" is defined as a positive test for Prohibited Substances as defined above, or in the absence of such test evidence that the employee is incapable of safely carrying out his/her duties as a result of the consumption of Prohibited Substances.

4. Control and testing

In order to ensure compliance with the Substance Abuse Policy, and/or for the purposes of determining the level of alcohol an individual may have consumed, the Company has the right to carry out the following:

- a) Breath testing by breathalyser, blood analysis and/or urine testing by urinalysis as appropriate on any employee of the Company who work, visit, or perform services on Company premises, in accordance with such testing procedures or methods as the Company may adopt from time to time. Such testing will be performed by an appropriate body.

and/or

substance abuse policies when working on their facilities either onshore or offshore.

- b) The Company shall additionally have the right to insist upon employees of the Company submitting to substance testing, as defined above at any time, but will normally conduct such testing of employees in the following situations:

- When initial and subsequent review medical examinations are conducted.
- When an employee is refused permission to board a flight to or from an offshore installation, because the employee is suspected to be under the influence of any Prohibited Substance or is suspected to have consumed same prior to the departure of the flight.
- Immediately following an accident on Company or Third-Party premises.
- Upon reasonable suspicion of the Company or any customer or client of the Company, that an employee is (i) under the influence of any Prohibited Substance, and/or (ii) has consumed the same whilst on Third Party premises.
- In the event that an employee refuses to undertake either the substance testing and/or search of person or possessions as detailed above, or are otherwise is in breach of this Substance Abuse Policy, the Company has the right to:

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- Prevent the employee from travelling offshore, or if already offshore, immediately remove the employee from the worksite and send onshore to, if applicable, undergo substance testing as defined above and/or attend a Disciplinary Hearing, which can result in disciplinary action up to and including summary termination of employment.
- For an employee who is on Company or Third-Party premises onshore, insist upon the employee undergoing substance testing as defined above and/or attend a Disciplinary Hearing, which can result in disciplinary action up to and including summary termination of employment.

The Company reserves the right to conduct substance testing of all employees who undergo a pre-employment medical examination and shall not subsequently employ those employees who are tested positive or refuse such testing for any Prohibited Substances.

5. Procedure

Where an employee believes that, whilst at work, a colleague is a danger to themselves and/or others due to being under the influence of drugs or alcohol, they have a duty to report their concern to their manager.

Should a manager suspect that an employee is at work whilst under the influence of drugs or alcohol, he should take the following actions:

- Send the employee home. The employee must not be allowed to drive, and the manager may ask someone to accompany the employee to ensure that they reach home safely.
- Tell the employee that they must not return to work until they are fit to do so.
- Advise the HR Manager who will write to the employee and decide on any further action.

6. Follow-up Actions

Where an employee has been suspected of being under the influence of drugs or alcohol and subsequently sent home, and there has been no previous occurrence, the HR Manager will write to the employee to explain why they have been sent home, to offer support, but also to indicate that disciplinary action may follow.

Where there has been a previous occurrence, the HR Manager will inform the Managing Director who will decide on further actions.

Karen McNeil
Director
20th January 2025