

## **Drugs & Alcohol**

Kilmac's Policy on Alcohol and Drugs is a fundamental part of the Company's strategy to safeguard the health, safety and welfare of all its employees.

Alcohol and drug consumption/dependency affects individual health and work performance in terms of safety, efficiency, productivity and attendance. In addition, it can have a detrimental effect on colleagues and dependants. As a responsible employer, Kilmac Ltd recognises the need to take measures to address the issue of alcohol and drugs in the workplace. The Drugs and Alcohol Policy has been developed to protect the health and safety of workers and to comply with relevant legislation e.g., Health and Safety at Work etc. Act 1974 and Misuse of Drugs Act 1971.

The Policy, including guidelines in relation to alcohol and drugs, and its purpose is to achieve the following:

- To have a working environment free from the effects of alcohol and drugs;
- To encourage employees who suspect or know they have an alcohol or drug-related problem to seek help voluntarily and provide assistance to these employees to overcome their problem;
- To reduce the personal suffering of employees with alcohol or drug-related problems and their dependants;
- To provide practical guidance on how to deal with alcohol or drug-related problems effectively;
- To promote a climate which will reduce the tendency to conceal or deny alcohol or drug-related problems by enhancing awareness; and to provide a supportive framework for employees who come forward with an alcohol and drugs dependency issue.

In addition to employees, other persons working for or on behalf of Kilmac Ltd are required to be aware of and comply with this Policy. It should be noted however that the disciplinary or support provisions contained in this Policy only apply to employees of Kilmac Ltd. For more information, refer to the section 'Agency workers, Consultants and Contractors' contained within the Policy document.

## **SUBSTANCE ABUSE POLICY INTRODUCTION**

The misuse of alcohol and drugs poses a potentially harmful risk. In the working environment these risks are substantially greater and pose a significant threat to the health and safety of the Company's personnel, those of our clients, sub-contractors and third parties.

The Company's aim is to provide a working environment in which all personnel are safe and free from harm. In order to facilitate this, Kilmac Limited prohibits the use, possession, distribution or sale of illicit drugs or alcohol in the workplace and whilst conducting business on behalf of the Company.

The purpose of this document is to advise and guide all personnel working for or on behalf of Kilmac Limited collectively referred to as "workers" of the provisions of the Substance Abuse Policy.

The Company is committed to a safe, healthy, and productive workplace for all workers. The Company recognises that alcohol, drug, or other substance abuse by workers may impair their ability to perform properly and will have serious adverse effects on the safety, efficiency and productivity of other workers and the Company as a whole.

The Policy is designed to establish and maintain a working environment that is free from the adverse effects associated with substance abuse.

The Company will provide confidential help to personnel who voluntarily declare a dependency to prevent risk to others or to their own health and safety.

This Policy applies to all workers working on sites or facilities owned or operated by Kilmac Limited or any of its clients.

The following definitions are given for the purpose of this policy.

A “substance” is defined as a material that chemically modifies the body’s functions resulting in physical, psychological or behavioural change.

A “substance of abuse” means a controlled drug as defined in the Misuse of Drugs Act 1971 or any other substance including prescription and over-the-counter medication taken in such a manner as to impair the individual.

These include, but are not limited to:

- Cannabinoids
- Cocaine
- Opiates (including Methadone)
- Amphetamines
- Barbiturates
- Benzodiazepine
- Methadone
- Solvent (inc. solvent-based products)
- Alcohol

“Substance abuse” means the use of a substance of abuse as defined above.

“Positive test result” means the presence of a substance of abuse detected by an accredited laboratory or following any test result indicating that the level of alcohol in the blood exceeds 50 milligrams per 100 millilitres of blood, (i.e., the current Scotland “drink driving” limit at the start of normal shift or during normal working hours).

#### **USE OF PRESCRIBED MEDICATION**

Workers are responsible for the effects that their actions have on the health and safety of others, on the environment and on productivity. Some medicinal substances have side effects that may be harmful or can impair efficiency. It is the responsibility of the worker to advise their doctor or pharmacist of the nature of their job, and so find out whether there could be side effects from the medication that could impair performance. The worker should advise their supervisor or Manager of these potential effects. The supervisor, manager or the worker may seek the advice of an Occupational Health Specialist if there is any doubt about the effects of medication.

#### **SUBSTANCE DEPENDENCY**

The Company recognises that alcohol and substance dependency is an illness. Voluntary declaration of substance dependency or abuse will enable the Company to act to control risk. Workers who have, or believe that they may have, a substance abuse problem should voluntarily declare this before it results in a breach of this policy, (i.e., before the announcement of an intention to search or test for substances of abuse, and before the Company has any cause to search or test). Help may be sought through Human Resources and an Occupational Health Specialist.

#### **REHABILITATION**

Personnel who do seek help to overcome substance dependency or abuse must comply with medical advice and successfully overcome their dependency or abuse. The Company may endeavour to assist if appropriate, in the individual recovery process.

The period of rehabilitation will vary from individual to individual. It will be reviewed on an individual basis. The individual will undergo regular medical evaluation by Occupational Health throughout the rehabilitation programme. In addition, they may be subject to periodic and unannounced substance abuse testing.

#### **DRUGS/ALCOHOL SCREENING**

The Company reserves the right to test all individuals working for or on behalf of Kilmac Limited to confirm their substance free status. Our H&S Officer will conduct the tests, which may include but are not limited to, urine, blood and breath tests on site.

To support this policy the company may:

- Test all prospective workers to confirm substance free status
- Carry out searches if there is a reasonable suspicion of substance abuse
- Test for cause i.e., a worker is involved in an accident or injury when impaired performance is a potential contributory factor or appears to be in an impaired condition at work.

Other evidence which may result in testing will include, but is not limited to:

- Producing, supplying, offering or possession of prohibited or restricted substances
- As a result of a search uncovering restricted substances

- Excessive absenteeism
- Unsatisfactory job performance
- Abnormal behaviours hazardous to personnel, operations or environment
- Signs of alcohol/drug/substance abuse

### **Unannounced Testing**

The Company may at its discretion conduct testing of a proportion of the working population on an unannounced basis.

### **Searches**

The Company reserves the right to conduct searches if there is reason to believe prohibited/restricted substances may be present on work locations. These searches may include baggage and personal effects and accommodation at any client/company site.

An employee of Kilmac Limited found to be in breach of this policy will be subject to disciplinary action up to and including summary dismissal and, where a crime is suspected, may be reported to the Police.

“Breach of this policy” includes the following:

1. The production, supply, offer, possession of, or misuse of a substance of abuse while on duty or in transit to work sites and premises or while on call;
2. Refusal to consent to a search or test, or follow company instruction once there is evidence of a possible substance abuse problem requiring further investigation;
3. Any positive result following a test for substances of abuse or any test result indicating that the level of alcohol in the blood exceeds 50 milligrams per 100 millilitres of blood at the start of normal shift or during normal working hours;
4. Failing to comply with medical recommendations and other requirements during a rehabilitation programme.

Any personnel working on behalf of Kilmac Limited through a supplier/contractor who are found to be in breach of this policy will be removed and not permitted to work on behalf of Kilmac Limited. Where a crime is suspected, the matter may be reported to the Police. In addition, the Company may consider terminating the commercial agreement between it and the relevant supplier/contractor.