

## Drugs and Alcohol Policy Statement

UK Diveworks Commercial accepts that maintaining the quality and reliability of all construction and engineering services is the responsibility of every person employed by the Company. The 'Drugs & Alcohol Policy Statement' outlines the Company's policies with regards to all alcoholic and illegal or controlled substances, including prescribed and over-the-counter medication.

The Company maintains that the presence of drugs and alcohol in the work environment will significantly increase risk to the health and safety of personnel. Drug and alcohol problems result in unsafe working conditions for all employees, sub-contractors and customers. The Company is committed to maintaining a safe and healthy work environment. The Company enforces a **"Zero Tolerance"** policy toward all alcohol and drug abuse. Substance abuse is strictly prohibited by the Company in the interests of maintaining a safe and healthy work place.

The Company will not tolerate employees or sub-contractors who report to the workplace/on site / on board while impaired or otherwise influenced by the use of alcohol, illegal drugs or other controlled substances.

Where required under contract UKDC will comply with (and enforce) any client requirements regarding specific drugs and alcohol policies.

Any employee or sub-contractor (including part-time and temporary employees, and sub-contract personnel on projects / vessels under the supervision of the Company) found under influence of alcohol, illegal drugs or other controlled substances will be subject to disciplinary action. All employees and sub-contractors **MUST** report any instances of substance abuse as defined by this policy to a supervisor **IMMEDIATELY**.

Any uses of prescribed substances must be disclosed immediately to the on-site supervisor and the Company's project management team. Use of prescribed drugs is permitted in a controlled and proper manner (as prescribed by a medical professional). However, the **abuse** of prescription substances is strictly prohibited. Abuse is here defined as the use of any controlled substance in a manner other than that directed by a physician, in such a way as to intentionally modify behaviour or mood.

In order to ensure clarity of standards, the following principles and practice form part of each employee or sub-contractor's contract of employment:-

### **Pre-Employment Screening**

The Company reserves the right to include specific substance abuse testing procedures in pre-employment medical examinations.

Any candidate who refuses to be screened (if requested) will not be employed. Those testing positive will not be employed.

### **Screening during employment**

The Company reserves the right to screen employees and sub-contractors:

- Before transfer to a safety-critical position
- Where there are reasonable grounds that an employee or sub-contractor's acts or omissions may have contributed to the cause of an incident or accident
- Where a manager or supervisor has reasonable cause to suspect that an employee or sub-contractor is unfit for work through alcohol or drugs
- As part of a contract specific screening process.

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### Disciplinary Action

The following activities constitute acts of gross misconduct and will result in instant dismissal:

- Evidence of the possession, use or sale of illicit drugs.
- The consumption, sale or possession of alcohol which is either contrary to specific client guidelines or which impairs performance.
- The improper use or sale of any other substance which could impair the individual, other employees, sub-contractors, or associated workers.
- A positive test following screening during employment that cannot be accounted for by legitimate medication.
- Additionally, any employee or sub-contractor who is prosecuted for possession, use or sale of illicit drugs outside work may be subject to disciplinary proceedings.

Other instances which may result in disciplinary action and dismissal will include:

- a refusal to undergo screening (where screening is mandatory)
- a refusal to undergo appropriate treatment
- an inability to perform to the required standards of work through misuse of drink or drugs whilst not at work
- an inability to respond to a call-out as a result of the use of drink or drugs whilst on formal standby

Project managers and masters of vessels are entitled to:

- Immediately remove a person from the vessel or work sites if they have reasonable suspicion that the person is under the influence of alcohol, illegal drugs or other substances.
- Inform the Company about the action taken towards the person mentioned above.

All employees and sub-contractors are expected to recognise that problems related to alcohol and drug use or dependencies are not an excuse for poor or unsafe performance.

All employees and sub-contractors should be aware that traces of drug use can be detected for a long period of time following the disappearance of the mental or physical effects of the substance.

Third party personnel operating on UKDC work sites will also be subject to this policy without exception.

UKDC recognizes that dependency on alcohol and/or drugs can be successfully treated and encourages employees or sub-contractors with drug or alcohol dependencies to assume ownership of gaining control over their dependency. Employees or sub-contractors who suspect they have a substance dependency or alcohol or drug problem are expected to seek advice and to seek appropriate treatment promptly. Employees or sub-contractors seeking advice will be treated with respect and such information will be treated in confidence. The Company will take such admissions of substance abuse issues into account when considering future employment for such members of staff. This policy is standard within the organisation and is available to clients and interested parties. It will be reviewed annually to maintain relevance.

**Please refer to UKDC029 for more detail on the company drugs and alcohol policy and guidelines.**



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