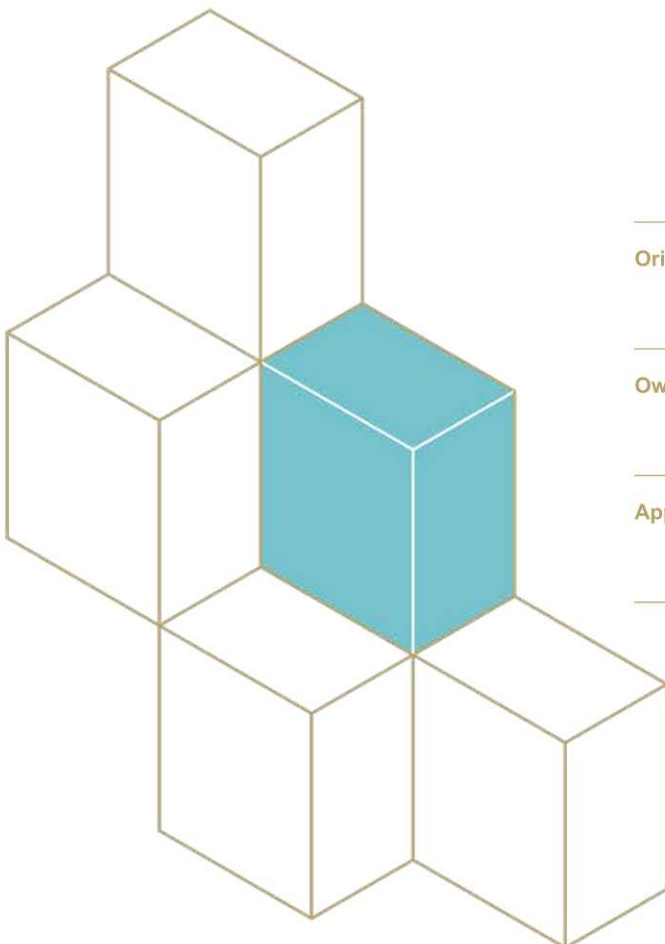


Substance Misuse Procedure

CHRY-UKO-HR-PROC-0279



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REVISION CHANGE NOTICES

Rev	Location of Change	Brief Description of Change
1	Throughout.	This document issued by Chrysaor as part of the BMS Review Project 2018. Legacy Document Number(s): CHRY-BMS-ST-HR-1332.
2	Section 4.4	Section 4.4 Contractor Employees added to Section 4.0 Roles and Responsibilities.
3	Section 5.1.2	Ammended offshore Alcohol breathalyzer cut-off from 8 to 9 micrograms per 100 millilitres of breath. Removal of "acceptable" for alcohol/drug levels offshore
	Section 5.2.5	Following treatment for Voluntary disclosure required negative testing before resumption to work. Addition of OH.
	Section 5.3.2	Company Rep or Contracting Company Rep accompanying to a "For cause" test collection site. Addition of COC
	Section 5.3.3	Addition of "All"
	Section 5.3.7	Addition of COC legally defensible chain
	Section 4.4	Added "at Chrysaor's onshore premises" and replaced "employees" with "Visitors and "Visitor Company" after HR Department
	Section 4.1	Brackets added round Senior re HR BP
	Throughout	Document name changed from Drug and Alcohol to Substance Misuse Procedure
	Glossary of Terms	Additional terms added
4	Throughout	Job title updates

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1.0 PURPOSE

Chrysaor is committed to maintaining healthy, safe and productive working conditions. Chrysaor recognises the impact that alcohol and drugs may have upon an individual's ability to work safely and effectively. Chrysaor aims to ensure a working environment that is free from the inappropriate use of substances and where all individuals are able to carry out their duties in a safe and efficient manner. This Procedure sets out Chrysaor's rules relating to alcohol and drugs at work and the means by which Chrysaor will deal with drug and alcohol misuse.

2.0 SCOPE

This Procedure applies to employees and all other individuals working for, or on behalf of, Chrysaor, including agency staff, contractors and consultants. It must also be observed by all visitors to Chrysaor's onshore premises and its offshore installations.

Individuals who represent Chrysaor on non-Chrysaor onshore premises or offshore installations are required to comply with any third-party procedure, provided that where such third-party procedure is less stringent than this Procedure, the individual will also be required to comply with this Procedure. If an individual has any questions about this, they should speak to Chrysaor Human Resources (HR).

This Procedure does not form part of the contract of employment of Chrysaor employees.

Chrysaor may amend this Procedure at any time.

3.0 GLOSSARY OF TERMS

3.1 Abbreviations

HR	Human Resources
OIM	Offshore Installation Manager
OH	Occupational Health
MRO	Medical Review Officer
COC	Chain of custody

3.2 Definitions

Alcohol Misuse	The consumption of alcohol which results in an individual's ability to perform their duties being impaired, their attendance at work being disrupted, the safety of others being endangered and/or the exhibition of physical, mental, emotional or behavioural changes.
Drug	<ol style="list-style-type: none"> 1. Substances covered by Misuse of Drugs Act 1971. 2. Prescribed and over-the-counter drugs. 3. Solvents. 4. Any drug capable of producing a psychoactive effect in a person who consumes it (new psychoactive substance) as defined in the Psychoactive Substances Act 2016 5. Any other substance that could have a physical or mental impact on the human body or that could impair an individual's ability to safely perform their work.
Drug Misuse	The use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs, over-the-counter drugs, solvents and any other substance that could have a physical or mental impact on the human body or that could impair an individual's ability to safely perform their work.
Evidential Test	A test carried out by a laboratory to provide conclusive evidence of the substance and level of that substance in the relevant sample.
Positive Test Result	A test result where the levels of the substance are above the accredited laboratory level and there is no alternative reasonable medical explanation for the result.
Screening Non-evidential Test	A test to rapidly identify the possible presence of a substance of misuse in urine. If the evidential screening test is not convincingly negative, an evidential test will be required.
Third-party Procedure	Any drug or alcohol policy or procedure in place on a non-Chrysaor offshore installation.

4.0 ROLES AND RESPONSIBILITIES

4.1 HR Team

The Human Resources (HR) Team are the owner of this Procedure and is responsible for:

- The content of this Procedure
- Agreeing the appropriate review frequency and approving subsequent revisions
- Seeking assurance that this Procedure is complied with
- Providing direction and support to the organisation in order to meet these expectations

4.2 Leadership Team, Management Team and Line Managers

The Leadership Team, Management Team and Line Managers are responsible for:

- Being aware of this Procedure and its content
- Demonstrating leadership through compliance
- Setting expectations for compliance within their teams

4.3 All Employees

Employees need to be aware of and work to this Procedure as appropriate.

4.4 Contractor/Visitors

For contractor/visitors who test non-negative for drugs or positive for alcohol at the heliport and/or Chrysaor's onshore premises, Chrysaor HR will contact the employing contractor's HR Department or Visitor Company and request that the individual be collected by them for chain custody purposes. Contractors/Visitors will then follow their own drug and alcohol procedure.

5.0 PROCEDURE STEPS

5.1 Acceptable Levels

5.1.1 Onshore

The relevant drink drive limit will be used as the threshold for alcohol:

- For Scotland

This is currently set at breath level of 22 micrograms per 100 millilitres of breath (50 milligrammes per 100 millilitres of blood).

- For England and Wales

This is currently set at breath level of 35 micrograms per 100 millilitres of breath (80 milligrammes per 100 millilitres of blood).

Testing for drugs will be to the levels of the accredited laboratory at the time of testing.

5.1.2 Offshore

This Procedure is applicable from check-in at Aberdeen Airport or the relevant heliport until disembarkation on return to shore.

The level for alcohol at (i) check-in for a flight to a Chrysaor offshore installation (or non-Chrysaor offshore installations where the individual is representing Chrysaor) and (ii) any time until the individual disembarks on return to shore, is zero.

For the purposes of this Procedure, a breath sample reading which is equal to or less than 9 micrograms per 100 millilitres of breath will be considered to be a zero result. Individuals should be aware that third-party procedures may impose more stringent requirements.

The level for drugs at (i) check-in for a flight to an offshore installation and (ii) any time until the individual disembarks on return to shore, is zero.

Any individual found to have unacceptable levels of alcohol or drugs in their system at check-in for a flight or at any time until they disembark on return to shore may:

- For Chrysaor employees: be subject to disciplinary action under Disciplinary and Poor Performance Procedure, CHRY-UKO-HR-PROC-0275 [Ref 1] which could result in their dismissal
- For Chrysaor engaged contractors: have their engagement with Chrysaor terminated
- For individuals employed or engaged by an entity other than Chrysaor: have the matter reported to the entity they are employed or engaged by and be removed from the onshore premises/offshore installations

5.2 Responsibilities of Those to Whom This Procedure Applies

5.2.1 Offshore

If an individual who either regularly or intermittently works offshore:

- Is prescribed medication or is taking over-the-counter medication for the first time
- Has their prescribed or over-the-counter medication increased or changed
- Has a change in their health status

Must inform the Senior Occupational Health Adviser or offshore/vessel medic who will discuss with Chrysaor's medical adviser to ensure the individual's continued fitness to work offshore before travelling to the heliport.

All personnel travelling offshore must declare all medication (i.e. all prescription drugs and all over-the-counter medication) to the offshore/vessel medic during the induction.

5.2.2 Onshore and Offshore

In order to ensure a safe and accident-free work environment, individuals must, to the extent that they are aware of adverse side effects or their reduced work capacity resulting from their use of prescription or over-the-counter drugs, report such facts to their Line Manager and HR. Both the individual and his/her Line Manager should seek the advice of the Senior Occupational Health Adviser if there is any doubt about the side effects of the drugs.

5.2.3 Line Managers

Line Managers must consult with HR before taking any action under this Procedure.

5.2.4 Obligation to Report

Individuals who suspect someone they work alongside is suffering from alcohol and/or drug addiction problems or individuals who have concerns about alcohol and/or drug misuse by someone they work alongside are encouraged to report this to their Line Manager or to HR. The information will be dealt with in the strictest of confidence.

5.2.5 Voluntary Disclosure and Rehabilitation for Chrysaor Employees Only

Chrysaor accepts that drug and/or alcohol dependency may reflect a medical problem. An employee of Chrysaor who comes forward and admits to having a drug and/or alcohol dependency problem will be offered counselling and/or medical treatment as appropriate. Such a voluntary disclosure by a Chrysaor employee must be made to a member of HR or OH.

The employee must agree to undergo such counselling and/or medical treatment as is offered to him/her. Providing that they do so, Chrysaor will regard the matter in the same way as any other illness and will seek to support the employee's efforts to overcome the problem. It is essential that the employee keeps their Line Manager and HR up to date with their progress.

Chrysaor may, in its discretion, grant a period of leave to an employee who is undergoing counselling and/or medical treatment for drug and/or alcohol misuse. Leave will only ever be granted where the employee has agreed to undergo whatever counselling and/or medical treatment is considered necessary. Any period of leave that is granted may be paid or unpaid depending on the circumstances of the individual case. Each case will be monitored and regularly reviewed.

Should an employee be uncooperative regarding any counselling and/or medical treatment that is offered, suffer a re-lapse or, if after a reasonable period of time it appears that recovery is unlikely, Chrysaor may consider dismissal on grounds of capability.

The foregoing does not affect Chrysaor's right to take disciplinary action.

An employee who has successfully completed the required counselling and/or medical treatment may not return to duty until confirmation of negative drug and/or alcohol results. An employee who returns to work may be subject to a reasonable programme of follow-up drug and/or alcohol testing, as determined by the Company's Occupational Health Service in consultation with HR.

5.3 Drug and Alcohol Testing and Searches

5.3.1 Pre-employment Testing

As a precondition to obtaining employment with Chrysaor, all applicants who have been given a conditional offer of employment to work offshore will be required to successfully complete a pre-employment screen for use and/or misuse of drugs and alcohol.

5.3.2 Testing 'For Cause'

Chrysaor may require individuals to submit to a test for drugs and alcohol at any time there are reasonable grounds to believe that a violation of this Procedure has occurred. On offshore installations, tests will normally be initiated by the Offshore Installation Manager (OIM), in consultation with supervisors. However, this Procedure may also be invoked onshore by management or by check-in or security personnel, provided there is reasonable cause. In making the determination for reasonable cause, Chrysaor will consider factors that include, but are not limited to:

- Evidence of drugs and/or alcohol in the individual's possession or in their vicinity
- Unusual conduct on the part of the individual that suggests impairment by, or influence of, drugs and/or alcohol
- Negative performance patterns; and/or
- Excessive and unexplained absenteeism or tardiness

Individuals should not be allowed to proceed alone to or from the collection site. A suitable company or contracting company representative shall accompany the individual to the test and should assure that there is no opportunity en route to the collection site for the employee/contractor to do anything that could affect the test result.

Chrysaor employees who are tested 'for cause' may be suspended, in accordance with Disciplinary and Poor Performance Procedure [Ref 1] pending receipt of the results.

If an initial screening non-evidential test result is non-negative, then an evidential test will be required following a chain of custody process

An individual who tests negative will be notified by Chrysaor to return to work either as soon as is practicable OR at the start of his/her next scheduled work shift immediately following such notification, whichever is applicable.

5.3.3 Random Testing

All individuals to whom this Procedure applies may be selected at random for drug and alcohol testing at any interval determined by Chrysaor.

5.3.4 Post-accident Testing

Any individual involved in an on-the-job accident or injury may be asked to submit to a drug and alcohol test. An employee will be 'involved in an on-the-job accident or injury' if they were injured, potentially contributed to the accident or injury in any way or were present at the accident site at the time the accident occurred.

5.3.5 Searches

Chrysaor reserves the right to conduct searches for alcohol and illegal drugs on its premises, its offshore installations, at the airport/heliport and in its work vehicles. This includes, but is not limited to, searches of lockers, filing cabinets and desks, and personal property including bags and clothing. Any alcohol or illegal drugs found as a result of a search will be confiscated.

5.3.6 Discipline

A request for an individual to undergo a drug and alcohol test or a search is not an accusation of wrongdoing on the part of the individual.

Any refusal by an individual to undergo drug and alcohol testing or a search when requested to do so by Chrysaor will be regarded as a failure to comply with Chrysaor's rules and procedures and may result in:

- A failure to be hired, in the case of a job applicant
- Disciplinary action, up to and including termination of employment, in the case of a Chrysaor employee
- The termination of their contract, in the case of a contractor/consultant engaged by Chrysaor
- A report being made to the entity the individual is employed or engaged by and removal from Chrysaor's onshore premises or offshore installations, in the case of an individual employed or engaged by a third party

Individuals who receive a non-negative test on an initial non-evidential screening and a confirmed positive test result on evidential testing and subsequent Medical Review Officer reporting may result in:

- A failure to be hired, in the case of a job applicant

- Have their employment terminated, in the case of a Chrysaor employee
- Have their contract terminated, in the case of a contractor/consultant engaged by Chrysaor
- Be reported to the entity they are employed or engaged by and removed from Chrysaor's onshore premises or offshore installations, in the case of an individual employed or engaged by a third party

5.3.7 Sample Collection and Testing Procedure

Sample collection shall be performed under reasonable and sanitary conditions with due regard to the privacy of the individual being tested and in accordance with all applicable legislation.

Testing methods will usually be by urine sample and breath testing but other sampling methods may be used such as testing of blood, hair, saliva or any other test permitted by applicable legislation and will adhere to a legally defensible chain of custody process. Chrysaor will pay all costs of testing required by this Procedure.

5.3.8 Retest Rights

Any individual who has received a confirmed positive test result on laboratory evidential testing and subsequent Medical Review Officer reporting may submit information to Chrysaor that explains the reason(s) for the result. Such a submission must be received by Chrysaor within 24 hours of Chrysaor notifying the individual of the positive laboratory result.

Any individual who has received a confirmed positive laboratory evidential test may request a retest of the chain of custody retained sample by a recognised UK accredited laboratory (of equivalent standing and who are recognised as providing this service) of their choosing and at their expense, within 24 hours of the individual being notified of the positive test result.

5.3.9 Confidentiality

Chrysaor will take appropriate steps to ensure that medical and personal information obtained pursuant to this Procedure is treated as confidential. Such information will be disseminated only to authorised personnel and as permitted by law.

5.4 Drug and Alcohol Misuse

5.4.1 Alcohol

Alcohol misuse by those to whom this Procedure applies is strictly prohibited.

Individuals must not arrive at or attend work, or present themselves for travel offshore, with unacceptable levels of alcohol in their system (whether as a result of alcohol having been consumed that day or the previous day).

The consumption of alcohol is not permitted whilst on Chrysaor's onshore premises or Chrysaor's offshore installations (or non-Chrysaor onshore premises or offshore installations where the individual is representing Chrysaor), or whilst travelling to/from Chrysaor's premises or offshore installation (or non-Chrysaor onshore premises or offshore installations where the individual is representing Chrysaor).

Individuals must not drive on Chrysaor business whilst under the influence of alcohol.

Notwithstanding the above, alcohol may be consumed where the consumption of alcohol has been authorised by a member of the Leadership Team in advance (e.g. at a team Christmas lunch). In those circumstances, individuals are expected to drink responsibly and in moderation, and not to bring Chrysaor into disrepute.

Outside of working hours, individuals may in their professional capacity and as a representative of Chrysaor attend dinners, events or functions at which alcohol is served (e.g. an Oil & Gas UK awards ceremony). In those circumstances, individuals are expected to drink responsibly and in moderation, and not to bring Chrysaor into disrepute.

A breach of the above or any other aspect of this Procedure by a Chrysaor employee will be dealt with under Disciplinary and Poor Performance Procedure [Ref 1] and, in serious cases, may be treated as gross misconduct leading to dismissal without notice. A breach of the above or any other aspect of this Procedure by a contractor/consultant engaged by Chrysaor may lead to the termination of their contract. A breach of the above or any other aspect of this Procedure by an individual employed or engaged by a third party may lead to the matter being reported to the third party and the individual's removal from the onshore premises/offshore installations.

5.4.2 Drugs

Drug misuse by those to whom this Procedure applies is strictly prohibited.

Individuals must not arrive at or attend work, or report for travel offshore, with illegal drugs in their system. The misuse of drugs is not permitted whilst on Chrysaor's onshore premises or Chrysaor's offshore installations (or non-Chrysaor onshore premises or offshore installations where the individual is representing Chrysaor), whilst on Chrysaor business, whilst travelling to/from a Chrysaor offshore installation (or non-Chrysaor onshore premises or offshore installations where the individual is representing Chrysaor), or whilst travelling on Chrysaor business.

Illegal drugs must not be brought onto Chrysaor's onshore premises or offshore installations (or non-Chrysaor onshore premises or offshore installations where the individual is representing Chrysaor) and dealing in illegal drugs whilst on such premises or offshore installations, or whilst on Chrysaor business is strictly prohibited.

Individuals must not partake in drug misuse during the working day or at any time whilst offshore.

A breach of the above or any other aspect of this Procedure by a Chrysaor employee will be dealt with under Disciplinary and Poor Performance Procedure [Ref 1] and, in serious cases, may be treated as gross misconduct leading to dismissal without notice. A breach of the above or any other aspect of this Procedure by a contractor/consultant engaged by Chrysaor may lead to the termination of their contract. A breach of the above or any other aspect of this Procedure by an individual employed or engaged by a third party may lead to the matter being reported to the third party and the individual's removal from the onshore premises or offshore installations.

6.0 REFERENCES

Note: *The BMS document references below are subject to change. The electronic BMS should be consulted for the most up to date revisions.*

1. Disciplinary and Poor Performance Procedure, CHRY-UKO-HR-PROC-0275.