

---

# Substance Misuse Policy

## 1. INTRODUCTION

Pennon has a duty to protect the health, safety and welfare of its people. This includes ensuring that everyone must attend work in a fit state so they can do their jobs safely and effectively in an environment which is free from substance misuse.

This Policy applies to all employees and to anyone working for the company, including but not limited to agency employees, consultants and contractors.

At the end of this policy, you will find information about resources to support anyone with concerns that they, or a colleague may have a problem with substance misuse.

This policy does not form part of any employee's contractual terms of employment and may be amended by Pennon at any time.

## 2. POLICY

### What is substance misuse?

Substance misuse is where a person consumes a substance, such as alcohol or drugs (prescription medication or illegal) in amounts which are harmful to themselves and can cause a risk to others by their behaviour.

The term substance misuse means zero tolerance for drugs and alcohol levels in line with current driving (alcohol) & European (drugs) legislation.

By 'drugs' we mean:

- **Illegal substances:** This includes cocaine, MDMA/ecstasy, GHB, hallucinogens, heroin, ketamine, methamphetamine, cannabis. We intend this description to include substances which are reclassified, as they can still impair function.
- **Legal substances:** When taken in a manner which is likely to cause intoxication or altered behaviours. This might include alcohol, prescription medicines, or over the counter pharmaceuticals which can impair every day functions, as well as psychoactive substances that are not intended for consumption but which when ingested can result in a 'high'.

### Your responsibility

It is everyone's responsibility to:

- arrive to work in a fit state to perform their role
- adhere to the standards in this policy
- report any concerns or breaches of this policy, to their line manager as part of their obligations under their duty of care
- ensure that they do not bring to work, consume at work, or have in their possession illegal drugs, alcohol or other intoxicants (apart from prescribed medication) whilst in the work place.
- ensure that they do not consume any illegal drugs, or misuse legal drugs, alcohol or other intoxicants outside of work or on stand-by which could lead to them still being under the influence of such substances at work

- ensure that they do not trade in illegal or prescribed drugs or alcohol in the workplace, and as a duty of care report any breaches of this
- notify their line manager in advance if they are taking any medication which may affect or impair their fitness for work
- ensure that if they are on company business during their normal working hours that they do not consume alcohol
- ensure that if they are attending a function for company business, whether wearing company branded clothing or not, outside of working hours, that they consume alcohol responsibly and ensure that they have a safe method of travel home.
- Any breaches of this policy and the standards expected of Pennon employees will be addressed in accordance with the appropriate Company Disciplinary Procedure

## Testing

To consistently provide a safe working environment for everyone who works here, Pennon may carry out testing. This may include random testing or testing if substance misuse is suspected.

### Random testing

Random testing for drug and alcohol misuse will be carried out across all Pennon Group locations.

### Testing for cause

Pennon may conduct drug and alcohol testing in cases where there is reasonable cause to believe that an individual may be under the influence of any substance whilst at work. This may be, but is not limited to, situations where an individual has been involved in an incident at work that has caused or could have caused a danger to the health or safety of themselves or others. This includes all incidents involving a vehicle or plant machinery, where their conduct is abnormal, or they demonstrate other signs that may suggest they are under the influence of any substance.

### Drug and alcohol testing

This will be carried out by a trained individual.

If a test result is positive for drugs and / or alcohol (including the initial non-negative test result) employees will be managed in accordance with the disciplinary procedure.

Refusal to consent to testing, may be regarded as a failure to carry out a reasonable management instruction which could result in disciplinary action. Continued refusal to comply with requested testing, will lead to an assumption of failure, resulting in disciplinary action being taken.

### Help and support

If you feel you have or are developing a problem with any substance, speak to your line manager or HR as soon as possible. Help and assistance can also be sought from the Employee Assistance Programme or one of the other external organisations listed at the end of this policy ("Useful contacts").

If you are worried about a colleague who may have an issue, which could affect the health or safety of others, then please speak to your line manager in the first instance. If you don't feel comfortable with this approach and wish to remain anonymous, please contact the Speak UP helpline which is available 24/7. You can talk to them confidentially about your concerns.

Pennon will support employees who identify problems and seek to address them through rehabilitation or treatment. We may request advice and guidance from your GP and/or we may refer you to Occupational

Health. Where appropriate, Pennon may support you to take a leave of absence for appointments and / or being flexible with work requirements to support ongoing rehabilitation or treatment.

### Supporting Policy information

[Substance Misuse Standard \(Pennon-HSSA-ST-003\)](#)  
[Substance Misuse Manager Guide \(Pennon-HSSA-GD-001\)](#)  
[Substance Misuse Employee Guide \(Pennon-HSSA-GD-002\)](#)

**NAME:** Steve Holmes

**POSITION:** Group Director of HSSA

**SIGNATURE:** 

### 3. VERSION HISTORY

VERSION	STATUS	AREA OF CHANGES	DESCRIPTION OF CHANGES	APPROVED BY	DATE OF RELEASE DD/MM/YYYY
1.0	Issued	All	New	Steve Holmes	20/05/2019