

Workers who are under the effects of substances (legally prescribed or otherwise) can pose an increased risk to their own health and safety at work and the health and safety of others that may be affected by their actions.

Global Resource Management (GRN) **prohibits the consumption of alcohol** by personnel under its control, in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions. Social Events organised by GRN where alcohol is available will be treated separately from the workplace, and a culture of sensible and responsible consumption will be permissible at such events. Conduct which contravenes the standards and values of the company, or undermines the company's reputation shall be reported to the staff member's Line Manager and shall be managed through the GRN Internal Staff Disciplinary procedure.

GRN takes a **Zero Tolerance** approach to substance misuse and, if any such incidents involving the use, possession or supply of drugs, alcohol or substances take place on premises under the control of GRN, at premises controlled by our Clients, in GRN vehicles or at a company function, they shall be regarded as gross misconduct, shall be investigated by the organisations involved, and may lead to disciplinary action. Disciplinary action will involve a measured response up to, and including, summary dismissal, and reporting to the relevant authorities.

GRN expressly **prohibits the use of any illegal drugs** or any prescription drugs that have not been prescribed for use by the user. Persons under the control of GRN who are taking prescribed or over the counter medication that has an effect on their ability to carry out their work safely **must report the use of prescription or over the counter medication** and changes to any such previously reported medication to GRN. Those working offshore are required to declare all medication at check-in and must follow the guidelines for taking such substances offshore. It may be a criminal offence to be in possession of, use or distribute an illicit substance.

GRN will **conduct pre-employment, periodic, with-cause and random screening** for substances dependent on business requirement and the situation. GRN reserves the right to conduct tests which may include, but are not limited to: Breathalyser, Urinalysis, Blood analysis and analysis of Oral Fluid (saliva), on all persons under GRN's control to confirm their substance-free status.

GRN also **reserves the right to conduct searches** of individuals or any property held on GRN or Client-controlled premises, work spaces or company vehicles at any time if there is a reasonable suspicion that there may be a problem with substance misuse.

Testing and searching are **not intended to discriminate** against or harass any individual or group of individuals, but rather as a measure to ensure a safe and productive working environment and that those persons under the control of GRN are safe, fit and competent to undertake the work. Tests may be conducted at any suitable premises stipulated by GRN or our Client. All tests will be conducted by a suitably qualified person. Searches will be carried out with appropriate witnesses present or, in the event of their involvement, by the Police.

Should an initial screening test be positive, GRN or our Client shall **exercise their duty of care** towards the individual - regardless of who the direct employer is - giving assistance and support as appropriate in the circumstances to enable them to return home safely following their removal from the worksite. This may include providing an escort to collect belongings, arranging onwards travel, ensuring that the person does not drive a vehicle etc. Except where the individual refuses to cooperate with such support it will be provided no matter the circumstances of the test.

Where a person under the control of GRN appears to have failed or refuses a test or search procedure, this shall be **considered to be Gross Misconduct** and shall be reported immediately to the HR Department for further action.

Any person whose employment or assignment has been terminated due to a substance related offence shall not be considered eligible for re-hire by **GRN or any associated partner company** for a period of 6 months. Following this 6 month exclusion period a review of the event will be conducted by the Line Manager or Managing Director, and a further determination of the individual's eligibility for rehire will be made.

Notwithstanding the rules above, GRN recognises that dependency on any substance is a condition requiring care and support, and encourages those who may have developed such dependencies to **seek help voluntarily**. Any person under the control of GRN coming forward and voluntarily seeking assistance in this way will be treated fairly, with discretion and confidentiality.



Steven Dunbar
Director



Fiona Wallis
Managing Director