



Drug and Alcohol Policy

RenOcean values are the basis for how we behave towards customers, suppliers, society, and our own organization. RenOcean's employees shall always act respectfully towards our customers and suppliers, behave in a way they can be proud of and abide by all applicable rules and regulations.

As an employer, RenOcean is committed to providing a safe, healthy, and productive working environment for all who directly or indirectly do work for us.

Aim

The aim of this policy is to clearly state the company's position on alcohol and drug within the workplace and to be clear on the consequences of misconduct.

- **Alcohol problem** - An alcohol problem is defined as any drinking, either intermittent or continual, which interferes with a person's health and/or social functioning and/or work capability or conduct.
- **Drugs** - Any drug, whether illegal, prescribed or over the counter or solvents such as glue, butane, etc. In the case of prescribed and over the counter drugs, their possession and use by the employee is acknowledged as legitimate.
- **Drug problem** - The use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

Policy

1. It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during hours of work this includes paid and un-paid breaks.
2. Employees found in possession of illegal drugs or using illegal drugs whilst at work will normally be reported to the police.
3. In some cases, the legitimate use of prescribed drugs can affect a person's ability to do their job. In such instance's employees should inform their line manager

Misconduct

This policy is concerned with ongoing alcohol and drugs misuse where the problem impacts on the person's ability to do their job. One-off cases where the rules of this policy are breached, such as someone reporting for work clearly under the influence of alcohol or drugs or suffering from the effects of alcohol will be classed as a conduct issue and will be dealt with under the normal disciplinary procedures as outlined in the company handbook.

Very serious incidents such as violence at work whilst under the influence of alcohol or drugs or dealing illegal drugs at work will be deemed serious misconduct justifying summary dismissal. In some instances of misconduct where the employee admits to having an alcohol or drug problem, disciplinary proceedings may be held in abeyance subject to successful outcome of treatment. In instances of serious misconduct where the employee subsequently admits to having an alcohol or drug problem, the support route and the disciplinary route may be implemented in tandem.

Drug and Alcohol Policy

Voluntary Referral for Support

Employees who suspect or know they have a drug or alcohol problem are encouraged to seek support at an early stage. Employees may or may not wish to inform their line manager in such instances.

Referral by Management

Employees suspected of having an alcohol or drug problem will be offered support by their manager. Where the problem has become apparent through deterioration in work performance, the employee will have to demonstrate satisfactory completion of a program of support and an improvement in work performance or disciplinary action will be taken. Employees will be given the opportunity of attending treatment within work time. Alternatively, if employees require to be absent from duty normal sick pay arrangements will apply.

Confidentiality

The company aims to ensure that the confidentiality of all employees experiencing alcohol or drug problems is maintained by appropriate people, for example, human resources, occupational health, and line manager. Information regarding individual cases will not be divulged to third parties unless the safety of the person concerned, or others would be compromised by not doing so.

Equal Opportunities

This policy will apply equally to all staff regardless of grade, experience, or role within the company.

Relapse

The company acknowledges that relapse is common with alcohol and drug problems. Employees will normally be supported through two relapses after treatment. Subsequent relapses will be reviewed on a case-by-case basis, considering the needs of the department affected and the business needs of the organization. Employees should be aware that the disciplinary route might be followed after subsequent relapses.

Return to Work

Following treatment, the company will endeavour to ensure the employee returns to their existing job. If the employee is unable to fulfil those duties the company will consider alternative duties. Promotional prospects will be unaffected following treatment.

A blue ink signature of Tore Grelland is written over a large, diagonal blue stamp that reads "RENOCEAN". Below the signature, the text "Tore Grelland 18.04.2023" and "Chief Executive Officer" is printed in a small, black, sans-serif font.