

# Drugs & Alcohol Policy Statement



At WSP we value and care for our people. Our Zero Harm Vision is to protect our people, those who work with us, and those who interact with our activities, from getting hurt or suffering ill health.

WSP recognises the potential risk arising from the impaired safety performance of our employees occasioned through the consumption, use and misuse of alcohol, drugs or other substances in relation to the working environment. We recognise the potential impact that this may have on the safety, health and wellbeing of our employees and others who may be affected, on the work we are carrying out on behalf of our clients, on our public image and reputation, and on the communities within which we work.

We maintain and enforce a policy of awareness, prescribed limits and positive screening aimed at ensuring the consumption, use or misuse of such substances are not likely to impair our employees' safety performance in the execution of their professional and work-related duties. The consumption, use or misuse of such substances by any employee, irrespective of grade, whilst carrying out these duties, is not permitted. Employees must not be at work or carry out work-related or professional duties in the situation where an alcohol screening test would show the presence of alcohol to be above the prescribed limits in Section 4.1 of GNHS112: Drugs & Alcohol, or where a drug screening test would show the presence of such substances as detailed within Section 4.2 of GNHS112: Drugs & Alcohol.

In this policy and associated arrangements, we undertake to:

- bring to the attention of all employees the identification, potential effects and health guidance relating to such substances
- define the key responsibilities of all employees and managers in respect of this policy
- define the substance limits to be applied in the implementation and enforcement of this policy
- carry out pre-deployment, periodic, random or for-cause screening of our employees and/or our supply chain partner employees in accordance with published arrangements, and when such screening is warranted by virtue of circumstances or regulatory requirements
- facilitate project related screening of our employees and our supply chain partner employees by third party organisations where such screening is established as part of client or project partner controls
- require our employees to be aware of the potential safety related effects of any medication to be taken, prescribed or otherwise, and to inform their Line Manager where no suitable alternatives are available
- provide support and encouragement to employees voluntarily seeking to overcome a drug, alcohol or substance misuse related problem
- require employees to adopt a self-help approach to drug or alcohol related issues including the need to advise their Line Manager or HR if they believe that they may have a drug or alcohol related problem
- recognise that the prolonged ill-effects of such substance abuse are regarded as a medical condition and require employees to continue and complete any agreed course of treatment, unless there is good reason to discontinue specific treatment
- maintain strict confidentiality within the constraints of the law on the drug or alcohol problems of individual employees
- prohibit the possession, supply or dealing in illegal substances in the work environment
- enforce appropriate action in accordance with the corporate disciplinary procedure where warranted by circumstances
- ensure that our supply chain partner organisations endorse these or equivalent arrangements when engaged in support of our operations

We will review and update this policy on an annual basis, or more frequently if this is necessary.

***This Policy was approved by Mark Naysmith, UK & EMEA Chief Executive Officer on 07 March 2023***

Issue Date

*March 2023*

Review Date

*January 2024*