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**CONTRACTOR SUBSTANCE
MISUSE POLICY**

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First Issue

Table of Contents

1	Introduction.....	3
2	Policy.....	3
	2.1 <i>Expectations</i>	3

1 Introduction

Dana is committed to providing a safe, healthy and productive working environment for all their contractors. This includes ensuring that all personnel are fit to carry out their jobs safely and effectively in a working environment that is free from substance misuse, including misuse of alcohol and drugs whether prescribed, over the counter or illegal.

Dana recognises that substance abuse may have a harmful effect on health and safety, conduct, performance and relationships in the workplace.

This policy aims to ensure that all contractors undertaking work for Dana can do so in a safe and healthy environment which is free from substance abuse and its consequences.

2 Policy

This policy applies to all UK contractors undertaking work for Dana on its premises, or on third party premises whether on or offshore.

Contractors must ensure that, whilst working at Dana premises, they are free of the effects of substances which may impact on their health, safety, performance and conduct at work. Dana will take steps under this policy to manage substance misuse and/or the after effects of substance consumption by any of its contractors. This includes screening or testing contractors and conducting searches for substances on its premises.

Dana reserves the right to change this policy from time to time without prior notice.

2.1 Expectations

Dana expects all contractors to arrive at work, and carry out their roles and perform their duties safely without any limitations due to the use or after effects of substances including drugs and alcohol.

Dana will not tolerate the possession or use of prohibited substances, which includes the possession or consumption of alcoholic beverages and illegal drugs in the workplace and will conduct searches of their premises if they have reason to believe that such substances are present on the premises. Any substances found as a result of a search will be confiscated and will be reported to the contractors employing company. The contractor will be immediately removed from the premises.

Dana reserves the right to test contractors upon arrival at their premises, including the heliport prior to departure to their assets. Should the contractor decline to be tested or the test prove positive the contractor's company will be notified and the contractor will be asked to leave their premises immediately and report to their employing company.

Contractors are strictly prohibited from manufacturing, distributing, trading or offering for sale any alcohol or drugs whilst on Dana's premises.

CONTRACTOR SUBSTANCE MISUSE POLICY

Restricted

Document No.

Revision No.

Revision Date

Page No.

UK-UK-HR-HUR-POL-0028

00

27-OCT-2022

page 4 of 4

Contractors who have been prescribed drugs from their General Practitioner must hold an authorised prescription and for those contractors working offshore they must declare these prescribed or over the counter medications to the Medic on board the asset.

Dana will treat all contractors fairly and with respect under this policy.