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CONTRACTOR SUBSTANCE MISUSE POLICY

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Additional information re testing protocols

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Table of Contents

1 Introduction 3
2 Policy 3
2.1 Expectations 3
3 Testing 4

1 Introduction

Dana Petroleum is committed to maintaining a safe, healthy, and productive workplace. The use, possession, distribution, or presence under the influence of alcohol, illegal drugs, or misused prescription medication during working hours or while representing the Company is strictly prohibited and will be treated as a serious matter.

The Company operates a zero-tolerance approach to substance misuse in the workplace. This applies universally, regardless of role or location. While the risks associated with substance misuse are particularly serious in safety-critical environments, including offshore operations where compliance with regulatory and safety standards is essential, the expectation to be free from the effects of alcohol or drugs applies equally to all employees and contractors.

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 misuse 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, while undertaking work for Dana, they are free of the effects of substances which may impair their health, safety, performance or conduct at work. Dana will take appropriate action 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, including alcoholic beverages and illegal drugs, in the workplace and may conduct searches of its premises where there is reason to believe that such substances are present. Any substances found will be confiscated and will be reported to the contractors employing company and the contractor will be immediately removed from the premises.

Dana reserves the right to test contractors upon arrival at Dana's premises, including at the heliport (or any other venue) prior to departure to offshore assets. If a contractor refuses to undergo testing 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.

If sniffer dogs at the premises detect suspicious material on a person or in a passenger's bag, the passenger will be taken aside and informed of the reason. Any material found will be retained by security staff, who will remain in contact with the passenger and keep them updated throughout the process.

Contractors are responsible for informing their employing company of any medication they are taking that may impair their ability to perform their role safely, for example by causing drowsiness or affecting concentration.

Contractors who have been prescribed medication by a General Practitioner must have a valid prescription. Contractors working offshore must declare any prescribed or over-the-counter medication to the Medic on board the asset.

By way of reminder, contractors must ensure that any change in medication since their last offshore medical is reported to their employing company, particularly where they are working or travelling offshore. Such changes may be subject to assessment in line with OEUK guidelines.

Where required, contractors will be expected to engage with their employing company to support an appropriate occupational health review.

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

3 Testing

Where a drug and alcohol test conducted by Dana returns a non-negative result, the Contractor's employing company will be notified. The sample will then be submitted to Dana's Occupational Health provider for confirmatory analysis by a UKAS-accredited laboratory.

The outcome of the confirmatory analysis will be communicated to the Contractor's employing company. Where the laboratory analysis confirms a positive result, this will constitute the overall result and will form the basis of any action taken by Dana.