



Severn Group

# Substance Abuse Policy

AUGUST 2023

We value the sense of belonging and family spirit across our operations. Everyone at Severn Group contributes to our success – we are incentivised and empowered to positively impact business achievements, environmental sustainability and high performance in safety.

# Introduction

## Introduction

We are committed to providing a safe, healthy and productive working environment. This Policy sets out our aims in reducing and managing alcohol and drug problems in the workplace. This is done by raising awareness, identifying problems at the earliest stage and offering support. Being under the influence of alcohol or drugs can seriously impair our judgement and reactions. This can lead to an increased risk of accidents and injuries occurring. Alcohol and drug abuse can also have a detrimental effect on work performance and behaviour.

Our working environment should be free from the influence of substances. A non-exhaustive list includes all drugs covered by the UK Misuse of Drugs Act (1971) and The UK Medicines Act (1968). Local legislation also applies across the Group.

## Who does this Policy apply to?

This Policy applies to all our employees, officers, consultants, self-employed contractors, workers, volunteers, interns, customers and visitors. It applies at all Company premises, including sitework, vehicles and when driving for work.

## Our Policy's purpose

We aim to raise awareness, identify problems at the earliest stage, and offer appropriate support.

We have a responsibility to:

- ensure we comply with appropriate legislation;
- minimise the risks associated with alcohol, drugs and substances in the workplace;
- have clear rules regarding substances in the workplace;
- encourage early identification for those who may be experiencing substance related problems; and
- provide appropriate support for those who are experiencing substance related problems.

## The expectation

We require you to attend work free from the effects of substances as defined above. 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. When working at a Customer's site we expect employees to comply with both our Policy and our Customers Policy.

# Our Policy's Purpose

If you are found in possession of illegal drugs or using illegal drugs whilst at work, this is a criminal matter and will be reported to the relevant authorities. The same is true of customers or visitors to our sites.

In some cases, the legitimate use of prescribed drugs can affect your ability to do your job, in such instances you should inform your Line Manager to ensure your own safety and the safety of others.

## **Discipline**

This Policy is primarily concerned with ongoing alcohol and drugs problems which are classed as capability issues, i.e., where the problem impacts on your ability to do your job. One-off cases where the rules of this Policy are breached, such as attending work 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 our Disciplinary Policy.

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 gross misconduct which may lead to dismissal. In some instances of misconduct where you admit to having an alcohol or drug problem, disciplinary proceedings may be suspended subject to successful outcome of treatment. In instances of gross misconduct where you subsequently admit to having an alcohol or drug problem, the support route and the disciplinary route may be implemented together.

## **Screening and testing**

There may be occasions where it is requested that you take an alcohol or drug test, this will only be requested when there is good reason – such as when it is safety-critical. In this scenario local procedures will be followed, it will always be clear what substances you are being tested for and written consent will need to be received.

Screening and testing may take place in the following circumstances:

- Intervention testing and post accident/incident testing - where it is suspected that an individual is impaired through alcohol or drugs or where an accident or incident has occurred, those individuals involved, may be requested to provide appropriate samples to determine whether or not alcohol or drugs may have been a contributory factor. If an individual's performance is affected through a dependency to alcohol or drugs, they may also be required to undergo a test.

# Help and Support

- Client specific testing – there may be occasions when a client enforces testing requirements on us, and in these circumstances we may have to work in line with the clients Substance Misuse Policy. This will be communicated with the affected employees at the necessary time.

## **Alcohol/drugs appeals procedure**

Any disciplinary action arising from the supply of a positive test, may be appealed through our Grievance Policy.

## **Help and support**

If you suspect or know you have a drug or alcohol problem you are encouraged to seek support at an early stage.

Your doctor is usually the most appropriate support in the first instance.

Our Employee Assistance Programmes offer a range of support for drug and alcohol problems.

If you work in ValvTechnologies you can access the Employee Assistance Programme at Health Advocate or by calling 888.293.6948.

If you work in any other division, you can access the Employee Assistance Programme at Spectrum.Life by creating an account using the code: Severn.

If you experience any issues accessing the service, please speak to a member of the People Team.

Local charities are also a good source of support, these will differ dependant on location.

## **Data protection**

For information about our processing of personal data under this Policy, including details of our legal grounds for doing so, how long we retain such personal data, who your personal data is shared with, your rights under data protection law and who you should contact if you have any concerns, please see our Employee Privacy Notice, which can be accessed via the Group Policy Hub, Cezanne, or a copy obtained from the People Team.

# Definitions

## Agreement to follow this Policy

This Policy is fully supported by The Executive Team.

This Policy is non-contractual and may be amended at any time.

This Policy should be read in conjunction with the Code of Conduct, Disciplinary Policy, Equality, Diversity and Inclusion Policy, Grievance Policy and Wellbeing and Mental Health Policy. All Severn Group Policies can be accessed on the Group Policy Hub.

## Definitions

- Alcohol - Includes, but is not limited to distilled spirits, liquor, beer, wine, malt liquor, or any other intoxicants used for beverage purposes.
- Company premises - To include all premises the Company has responsibility for and includes all Company vehicles. This Policy also applies to all occasions where the Company employees are on Company business, unless suspended with the agreement of the Line Manager.
- Dependency/addiction - Where the user has adapted physically and/or psychologically to the presence of a substance and would suffer if it were withdrawn abruptly.
- Drugs - Any psychoactive substances (those drugs that affect mood, thought process or perception), available both legally and illegally. A non-exhaustive list would include all those drugs covered by the UK Misuse of Drugs Act (1971) and UK The Medicines Act (1968).
- Illegal Drugs - All those drugs covered by the UK Misuse of Drugs Act (1971) and other relevant local legislation.
- Impaired (drugs/substances) - In terms of this Policy, any person found to have consumed illegal drugs or used drugs in an unsanctioned or unreported way (to be confirmed by an appropriate test) is deemed to be impaired due to drugs.
- Misuse (substances) - This applies to using substances in an unsanctioned way. For example, any illegal drug use, or using drugs for non-medical purposes without proper direction to do so from an appropriately qualified person such as a medical doctor or pharmacist. It also applies to substances that are harmful / hazardous to the individual or to others and which are likely to distort perception and response to the users' environment and furthermore impair normal functioning and development.
- Substances - Includes but is not limited to alcohol, drugs, and solvents.



At Severn Group, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



**Customer**



**Integrity**



**Excellence**



**Accountability**



**SEVERN**  
Superior Valve Engineering