

Scottish Fleet, Waste & Grounds Services Seminar

Drugs & Alcohol Policy

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FCC Environment

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FCC Environment In numbers

We are one of the UK's most trusted resource and waste management businesses. We hold over **100 contracts** with some **138 local authorities** up and down the country, recycling more than **1.5 million tonnes of waste** each year.

4,222
Employees

327

UK sites, of which
218 are operational

2,190

Customer accounts

104

Operational HWRC sites

167MW

Our facilities generate
167MW of green energy

2,949

Customer sites

8

PFI and PPP contracts (Wrexham,
re3, Lincolnshire, Mercia,
Buckinghamshire, Allington,
Edinburgh and Midlothian)

2.8m

We collect waste and
recycling from 2.8 million
people in the UK

>100

Over 100 major contracts
with a total of 138 local
authorities

24m

Population served
by FCC services

46

Operational
transfer stations

10

Integrated waste
management facilities

£1.7m

Our 10 reuse shops
generated £1.7 million in
revenue for charity partners

885k

We recycle 885,000
tonnes of wastewater
every year

7,754

Business waste
customers

8

Material recycling
facilities

14m

Management services for
household waste produced
by over 14m people

1.5m

Tonnes of waste
recycled in 2023

1,808

Tonnes of reuse material
collected through the
reuse scheme

Why Have a Drugs & Alcohol Policy

We work is a dangerous industry with a high proportion of roles that are safety critical. People under the influence of alcohol or drugs at work pose a significant risk to themselves, their colleagues, and other site users.

Employers have a Duty of Care regarding the Health Safety and wellbeing of its workforce, and a responsibility to safeguard its employees, customers and members of the public.

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety, and welfare of their employees. If an employee's actions due to intoxication create a safety risk, it could be a breach of that duty for both the person and the employer.

Drivers who operate vehicles when under influence of drink or drugs are committing Offenses under Road Traffic Act 1988 Sections 4, 5 and 5A

Operator's license holder has responsibilities regarding the fitness of their drivers. If a driver is found to be intoxicated while driving, the O license holder could face consequences, including potential revocation or suspension of their license.



Why Have a Drugs & Alcohol Policy

Employers have obligations to ensure employees can safely perform their duties, and this includes providing a safe environment for driving company vehicles.

If an employee drives under the influence, it can be seen as a breach of this duty, potentially leading to negligence claims.

Under health and safety legislation to manage risks associated with driving, including those related to alcohol and drugs.


Employers have obligations under health and safety legislation to manage risks associated with driving. In severe cases, if the employee's actions lead to the death of someone, the employer could potentially face corporate manslaughter charges.



Why Have a Drugs & Alcohol Policy

The FCC Drugs & Alcohol Policy was first implemented to;

- Outline the standard of conduct expected from its employees.
- Utilise testing as a tool to ensure an increased level of protection as well as acting as a deterrent.
- Form part of FCC's overall Health & Safety Policy
- Form part of all employee's terms and conditions of employment
- Applies to contractors working on site.



DRUGS & ALCOHOL POLICY

Updated Policy Date: November 2024

Policy statement

Latest statistics show that police drug drive tests (based on 20,000 saliva tests), demonstrated that 50-60% of UK drivers are testing positive and being prosecuted for driving with cannabis or cocaine in their system. To put this into perspective, only 0.3% of the drivers tested over the same period, failed the roadside drink drive test.

Due to the number of roles within our business which have a safety critical element, along with the company's responsibilities to its workforce and customers it has been decided to update our drug and alcohol policy.

In addition to the obvious effects social/habitual drug use and excessive alcohol intake has to safety, it has an immense influence on increasing absenteeism and decreasing productivity – this in turn increases the stress and workload of other employees whilst decreasing team motivation.

The policy outlines the standard of conduct expected from its employees in relation to drugs and alcohol, whilst the testing programme is considered an important tool in ensuring those standards are met on a daily basis in the workplace.

The company fully respects its employees right to privacy and whilst illegal drug use is not condoned, the company respects that every individual has the right to make their own life choices outside work.

The drug and alcohol testing programme is not a means of monitoring or judging employees on what they do in their own time, rather it is a tool to ensure an increased level of protection and safety for the company's workforce.

The predominant objective of the workplace drug and alcohol testing is to act as a deterrent, with the aim of preventing the potential situations (or individual decisions) which may otherwise result in an employee having alcohol or traces of illegal drugs in their system during work hours.

This policy forms part of the company's overall Health & Safety Policy.

The company remains dedicated to the health and wellbeing of its workforce, and to its responsibility to safeguard its employees, customers and members of the general public.

This policy will form part of all employee's terms and conditions of employment with immediate effect.

Objective

The purpose of this document is to provide the procedures and guidance necessary to implement the requirements needed to enable the drug and alcohol testing of all staff including contractors to be carried out in a safe and consistent manner and to ensure that high standards of health and safety are maintained within the organisation.

Scope

The policy will apply equally and impartially to all FCC Environment (FCCE) employees, contractors, sub-contractors, staff and agency employees.

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What Do We Expect

Employees are responsible for their own compliance with the Policy and are expected to:

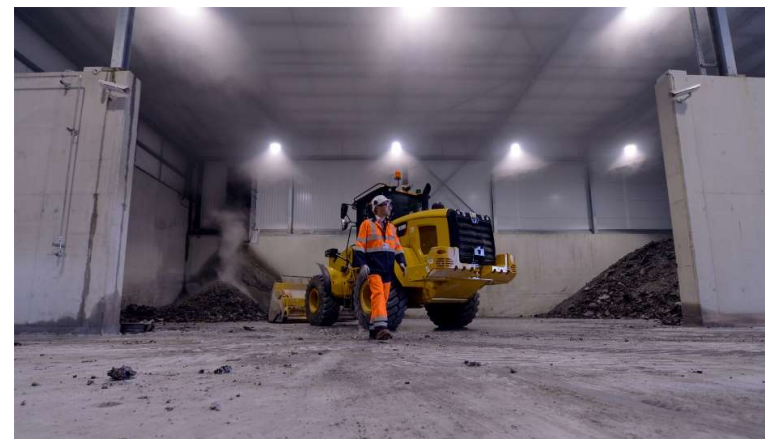
- Report for work fit to carry out their duties
- Seek help if they have a dependence on drugs and/or alcohol.
- Inform their Manager if they have been prescribed drugs or taking 'over the counter' medication
- Advise their Manager if they suspect a colleague may be at risk (or utilise confidential helpline).

Managers/Supervisors are responsible for ensuring that employees for whom they are responsible :

- Are aware of the terms of the Policy with new starters briefed on their first day of work.
- Monitored to ensure compliance.
- Understand how to access support for employees seeking help.

In the workplace we forbid the:

- Consumption of alcohol
- Misuse of substances available in the workplace i.e., glue and solvents.
- Consumption, possession or sale of prohibited drugs
- Misuse of prescription and Over The Counter Medicines.
- Attendance in the workplace where there is a possibility of providing a failed test



Testing

Sample collection and analysis is carried out by an external certified drug and alcohol testing company and ISO:17025 accredited laboratories under a national contract with FCC.

The contract requires the testing company to be available on site within 3 hours of any 'with cause' request.

Testing for alcohol uses accredited breath testing equipment which gives immediate results however is sent to laboratory for further analysis

Testing for drugs in most cases uses oral fluid (swabs) and/or urine test. All tests are sent to laboratory.

An immediate Point of Care (POC) test ("Initial Test) is carried. This gives an initial result on site.

If a non-negative result is obtained from the initial test a sample is sent for Laboratory testing and a duplicate sample sent for storage.



Testing

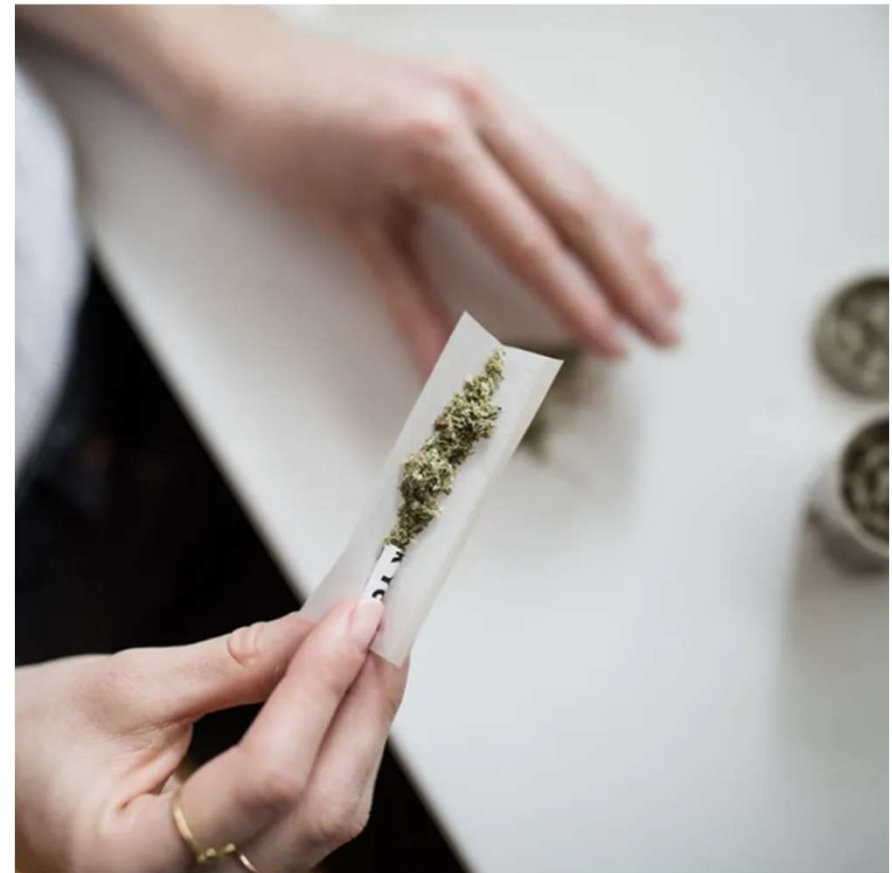
Alcohol Limits - Appropriate drink drive limits.

Drugs - No individual should, have

- Traces of illegal drugs in their system.
- A concentration of medication in their system which is inconsistent with a therapeutic dose.
- Traces of prescription medication in their system, without a current prescription in their name prescribed by a GP/Consultant.

Types of Testing - two different types of testing used :

- With Cause Testing
- Random Testing



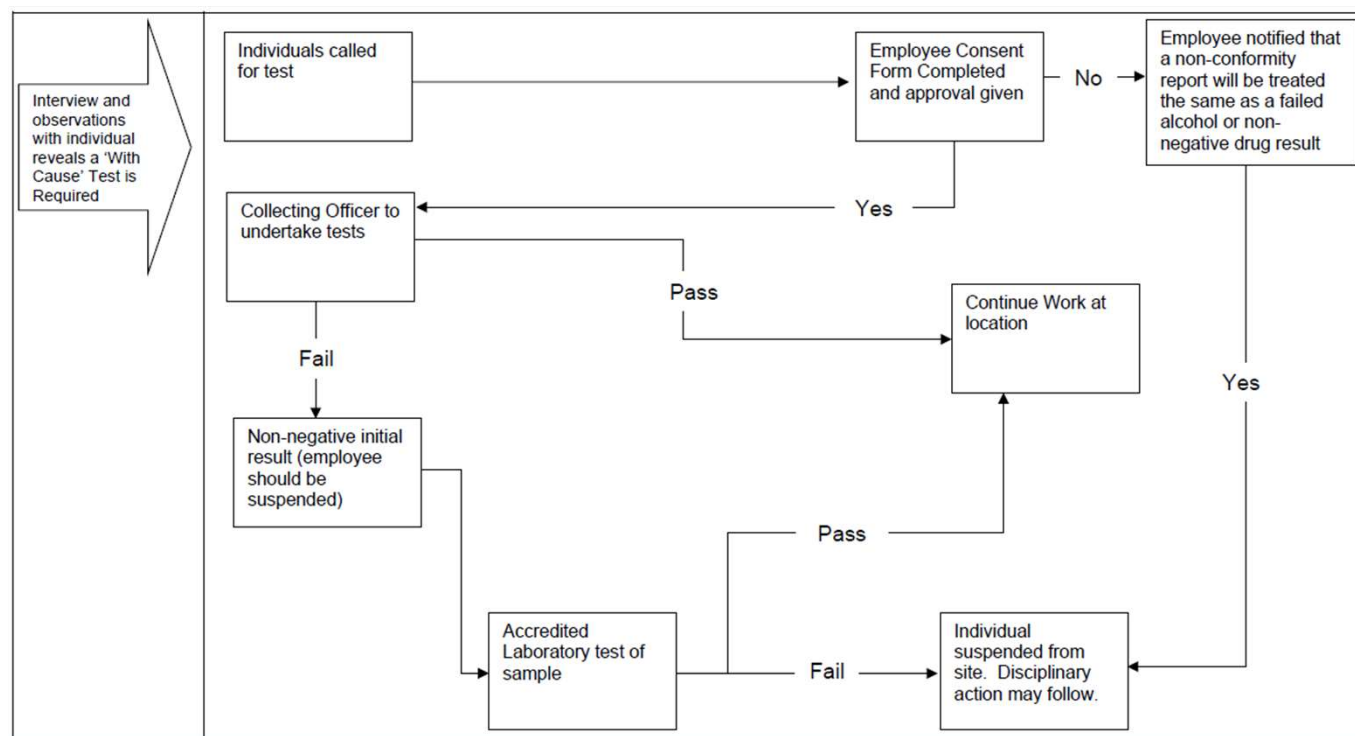
Process for 'With Cause' Drugs and Alcohol Testing

Generally, occur if:

- Involvement in an accident or incident;
- Performance at work may be affected, in the manager's opinion
- Information has been provided suggesting that any of the above may exist i.e., whistleblower

Manager has final decision if there is a reasonable belief for 'with cause' testing.

In the case of performance at work this is validated by a second member of staff.

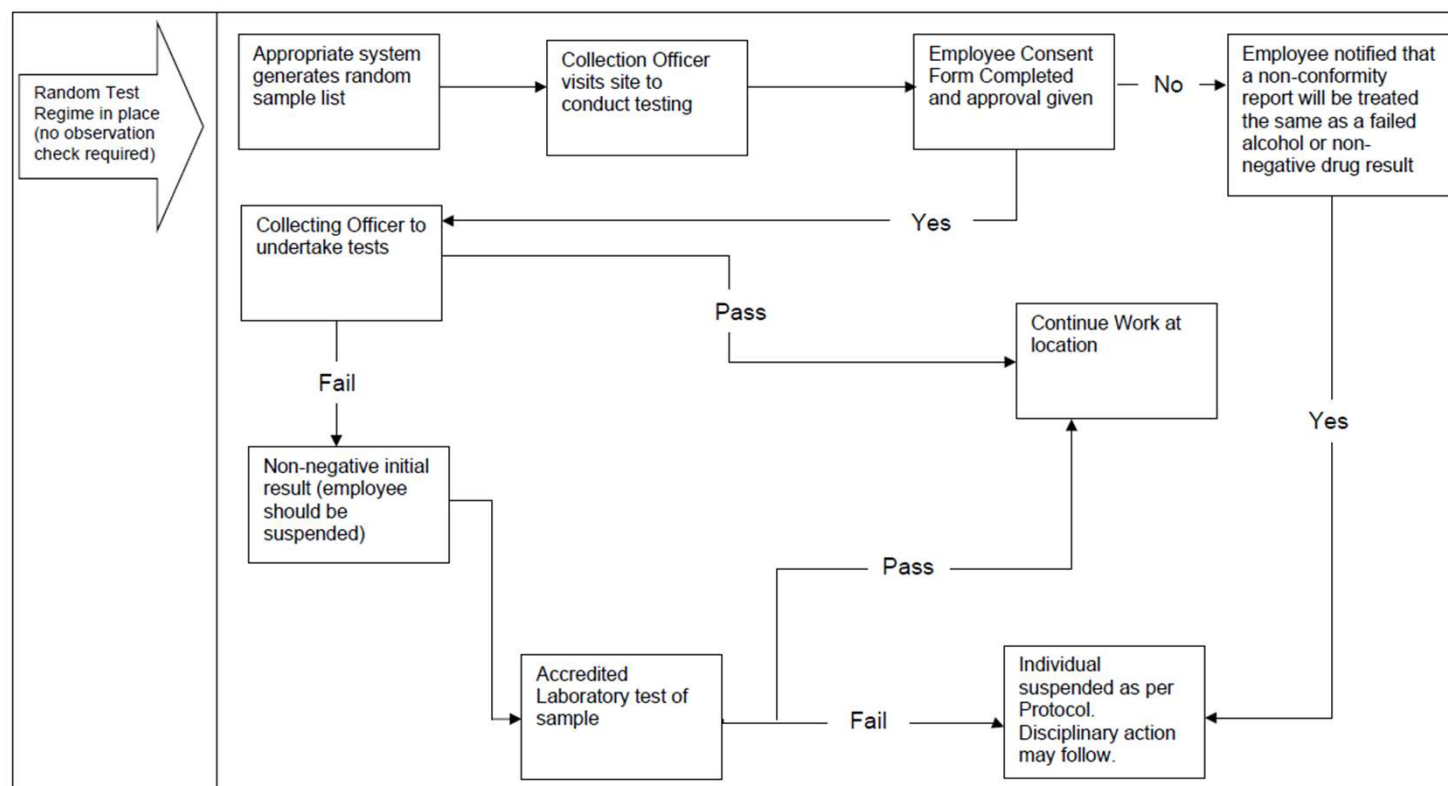


Process for 'Random' Drugs and Alcohol Testing

Random testing can occur at all FCCE locations. The sampling focuses on **Safety Critical Roles** within the Company. This includes site operatives' drivers, those working with plant and equipment etc. and stipulated in Terms & Conditions of Employment.

Random selection carried out by the testing company to generate random individuals.

Site do not know the dates of when testing is to be carried out. Generally, the Site Manager will be informed on the day before so they can plan the testing into the day-to-day operations.



Results and Next Steps

Following Initial Test

Negative results

- return to Work

Non-negative results

- Suspended from work
- Wait for laboratory results for alcohol or drugs testing.

Non-Conformity

Failure to take a test is deemed a non-negative result with suspension from work and disciplinary proceedings.

Following Laboratory Results

Negative results

- return to Work

Non-negative results

- Suspension remains in place
- Disciplinary procedure enacted

Right to Retest

No retest on initial Testing

The duplicate sample at the laboratory can be retested at the employee's cost.

Disciplinary

Failure of testing is deemed Gross Misconduct which if upheld at disciplinary proceedings may lead to summary dismissal.



Other Considerations

Prescription Drugs

Prescription drugs can impair a person's ability. The individual must advise their manager of this so that professional guidance may be sought.

Individuals should, if buying over the counter medication, inform the pharmacist as to the nature of their work to see if alternative more appropriate medication is available.

Disclosure and Rehabilitation.

We encourage those developing a dependency to seek medical advice and support from the Company at the earliest opportunity.

Will offer advice and help to any employee with a drug or alcohol dependency who discloses such dependency (i.e., not after a test...)

Any employee undergoing rehabilitation treatment will be subject to medical examinations on return to work and will be an ongoing requirement for

- Regular medical check up
- Periodic, unannounced testing and/or searching for drugs or alcohol in the workplace
- Attending follow up counselling



Support

Our policy can look draconian, but Health and Safety is paramount. However, we are a caring employer and will help people and where possible provide support.

We have Wellnet site which aims to assisting wellbeing within the workplace and provides support on:

- **Physical Wellbeing**
- **Mental Wellbeing**
- **Household Wellbeing**
- **Diet & Nutritional Wellbeing**
- **Sleep Wellbeing**
- **Social Wellbeing**

We provide access to counselling and GP support where we can through our independent Counselling service.

In the case of alcohol and drug addiction We would look to support any person who comes forwards by

- Taking them out of harm's way – i.e. transfer to a non-critical role
- Provide a support networks
- Provide counselling where we can
- Providing Medical Support where we can



Observations

If you implement a Drugs & Alcohol Policy, you will be surprised what you find...

- Issues with Drugs are significantly more prevalent than Alcohol.
- Cannabis & Cocaine are most popular drugs but expect to find Amphetamine, Methadone, Opiates, Barbiturates, Ecstasy Benzodiazepines, Ketamine.
- People tend to be in denial if they have an addiction.
- People who fail tests generally choose to resign prior to any disciplinary hearing.
- Generally disciplinary action leads to dismissal.
- We have seen scenarios where testing has resulted in over 45% of staff on a site with 50+ members of staff either resigning or being dismissed following implementation of testing.
- Implementing a Drugs & Alcohol Policy will change behaviour for the better, but only if there is management and vigilance going forward.

