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## Services to the Onshore Natural Gas Industry

### Drugs and Alcohol Policy Statement

Wilcock Consultants recognises the importance of the health, safety and welfare of its employees and seeks to maintain a safe, healthy and productive working environment, including work related road safety for all employees, consultants, sub-contractors, clients and visitors involved with its operations.

The Drugs and Alcohol policy confirms the company's aim to maintain a working environment free from the effects of alcohol and drugs by confirming the company rules and by offering assistance to any employees who suffer from problems associated with alcohol or drug abuse. This will be achieved both by providing a framework in which employees will feel able to seek advice, help and support and by ensuring that employees are treated consistently. Wilcock Consultants recognises that the misuse of alcohol and drugs may be a health problem and as such will be treated sympathetically. Information relating to individuals will be maintained and protected in accordance with the company's Data Protection Policy.

□ While Wilcock Consultants has no intention of intruding into the private lives of its employees, employees and consultants are expected to be able to perform their job duties safely and effectively whilst at work and while travelling in relation to company business. Wilcock Consultants recognises that an employee's use of alcohol and drugs off the job as well as on the job can have a negative impact on the workplace and on our ability to accomplish our goal of maintaining an environment free of alcohol and drugs.

□ Further information associated with this policy is freely available on the computer system (QSE Management System/Other Policies/Drugs and Alcohol) and describes the help available for employees, standards of behaviour expected in the workplace and the implications for employees of alcohol and drug abuse

The annual management review, held in accordance with the company's accredited quality management system reviews compliance with the policy and associated guidance, confirms action taken and reviews the policy.

**Graham Wilcock**  
**Managing Director**  
**10<sup>th</sup> May 2021**

Rev. 9 Reviewed following Management Review Meeting 06/05/2021

