

RWE	Instruction Alcohol, drugs and medicines	Instruction: I036-001
		Doc no: 2011-0220188

Policy on alcohol, drugs and medicines

Location RWE Generation NL
Department Health & Safety GES-NL
Validity until 26-01-2027

Document information				
Version	Version date	Draftsman	Check	Authorisation
2.1	26-01-2024	T. Adrichem	R. Kamst	Manager Health, Safety and Security - (GES-M) R. Kamst Head of HR - M. Schuurmans
HR Country Team NL, M. Schuurmans				
H&S manager GES-M, R. Kamst				
Voorzitter OR-NL, R. v.d. Hoek				
Check what applies				
Publication:	☒ Doc2E	☒ KMS	☒ Contractor site	☒ GCC Connect site
☒	Consent of Works Council		Feature:	ORGNL 2018-031
Changes compared to previous version				
• Instruction transferred to new template • Periodic review • Textual changes				
Purpose instruction				
RWE is committed to creating a safe workplace and ensuring the safety of the immediate surroundings of its sites. Unsafe work is unacceptable to RWE. As part of a set of procedures to ensure this safety, this instruction aims to ensure that no persons under the influence of alcohol, drugs or medication (ADM) enter any RWE premises and/or perform work at/for RWE.				

	Instruction	Instruction: I036-001
	Alcohol, drugs and medicines	Doc no: 2011-0220188

Target audience:

- All persons present on and/or performing work on the premises of RWE
- All persons carrying out work or activities outside the premises of RWE, which work or activities are wholly or partly under the supervision of RWE and/or carried out on the instructions of RWE

hereinafter referred to as: Data Subject(s).

Related documents		
Type of document	Title	Code
Outout	Managing HSE risks	P053b
Input	Controlling access sites	P039
Output	Dealing with safety behaviour	I101
Information	HRM Portal	

Terminology & abbreviations	
Abbreviation/term	Meaning
ADM	Alcohol, Drugs, Medicine
Alcohol	Drinks and food containing alcohol > 0.1% which, once consumed, can lead to adverse effects on quality, healthy and safe working conditions
Drugs	Drugs (also called: narcotics, stimulants, intoxicants, mind-altering substances, banned substances or dope) is a collective term for medicines and stimulants that have a more or less 'druggable' (narcotic, stimulant and/or hallucinogenic) effect after consumption and that can lead to addiction and can lead to adverse effects on quality, healthy and safe working

	Instruction	Instruction: I036-001
	Alcohol, drugs and medicines	Doc no: 2011-0220188

Rules regarding alcohol or drugs

Those involved accept these RWE rules by accepting a job or job with/for RWE. This instruction forms part of the procurement conditions and can be read on the Contractor Safety website.

Rules for RWE employees and contractors

- Being under the influence of alcohol or drugs in traffic, on RWE premises and/or during work is not permitted.
- It is also not allowed to be in possession of alcohol (for consumption) or drugs on the premises.
- In case of addiction or if personal problems (threaten to) affect work, seek help from professionals primarily through your GP and secondarily inform your company doctor about this as well.

If under the influence is suspected, the person concerned may be denied access to the premises by the security officer or his direct superior. In the case of a contract employee, this may also be done by the principal or his representative.

Rules for RWE Generation NL sites

- Meetings at RWE Generation venues are alcohol-free.

Rules for RWE Generation NL employees (employed) outside RWE locations

- At external work-related meetings, alcohol consumption should be limited and in any case discouraged if a motor vehicle has to be driven after it.

Rules when taking medicine

If there is any use of medication, which the employee can know (and/or notice) affects reaction capacity or consciousness and which makes it less safe to participate in traffic and/or (normal) work, work cannot be performed without risk assessment and appropriate measures. In that case, the employee should report this (due to medical information and privacy laws) to his employer's company doctor (and if possible also to the manager). The company doctor informs the employer of the functional possibilities and gives advice on adjusting the work.

N.B. This includes use of medicines where there is a yellow warning sticker.

Course of action in case of suspicion of being under the influence of alcohol and/or drugs

- Anyone may suspect that a person is under the influence of alcohol or drugs. The attached checklist (see annex) can be used as a guide for this. If such a suspicion arises, it is reported to the person concerned and to his/her supervisor or deputy or client. If the supervisor or principal also suspects that the person concerned is under the influence of alcohol or drugs, the person concerned will be asked, either directly or via the security officer, to leave the premises. A 12-hour entry ban will be imposed. If a voluntary test is cooperated with, if the

	Instruction Alcohol, drugs and medicines	Instruction: I036-001
		Doc no: 2011-0220188

deviation is low, an entry ban of 4 hours may be imposed if determined between >0.2 and <0.5 ‰.

- b) The person, who is banned from entering due to suspicion of being under the influence, may himself/herself request to undergo a test voluntarily to prove that he/she is not under the influence.
- c) If the test shows that the person is not under the influence, the entry ban will be immediately revoked. 'Not under the influence' means a blood alcohol level below 0.2‰.
- d) If the test reveals a blood-alcohol level equal to or greater than 0.2‰, the access prohibition/work ban will remain in place. His immediate superior or substitute or client shall be informed verbally immediately.
- e) The entry ban/work ban is in effect for 12 hours. The person will be sent home or residence safely. The access pass will be blocked by security.
- f) If the determined blood-alcohol level is equal to or greater than 0.2‰ (novice drivers) or 0.5‰ (experienced drivers), the employee may not participate in traffic himself. In this case, the employer must arrange for the person concerned to be taken home or to his/her place of residence. If there is no other option, permission will be given to sit in a separate room on the RWE premises. The responsibility for this lies with the employer.
- g) The branch manager is notified verbally of an access ban. The manager or deputy or principal shall agree among themselves what additional immediate measures, if any, are necessary. In the absence of the branch manager, his deputy is informed in accordance with the replacement matrix.

Implementation of control on the use of alcohol and/or drugs

The performance of alcohol and drug tests is reserved exclusively for officers designated for this purpose by the GES-M RWE Generation NL manager. This designation is recorded in writing. In practice, RWE's internal and external security staff are instructed and authorised to conduct alcohol and drug tests at RWE locations.

1. Equipment

Testing for alcohol or drug use should only be carried out with recently calibrated indicative testing equipment, as also used by Police and recognised by Justice. The test will be conducted as an alcohol breathalyzer or a cheek swab test for drugs.

2. Who executes?

- a) Tests may only be carried out by persons designated in writing for this purpose by the GES-M manager of RWE Generation NL (in practice, these are RWE's internal and external security staff). A test must be carried out in the presence of a third person and only out of the sight of others.
- b) The personnel, who conduct or attend these tests, are expressly prohibited from communicating to third parties about the conduct, other than the direct interested parties mentioned in this procedure.

RWE	Instruction	Instruction: I036-001
	Alcohol, drugs and medicines	Doc no: 2011-0220188

Annex, checklist in case of suspected ADM use

F036-000 Checklist to I036 (doc no 2019-62102) in case of suspected ADM - EN.
Use this form as a guideline when an observation is suspected of, being under the influence of alcohol, drugs or medication

Note that this is an observation form not a record in the application of instruction I036-001 (due to privacy laws).

Prevent	Behaviour	Motor
☐ Red blushes	☐ Irrational, unusual	☐ Stumbling, missteps
☐ Unkempt, sloppily dressed	☐ Careless	☐ Out of balance
☐ Bloodshot eyes	☐ Ignoring security	☐ Shaky walking
☐ Tousled, uncombed hair	☐ Bad-tempered	☐ Eye-hand coordination
☐ Drowsiness	☐ Stubborn, nasty	☐ Acting unsafely
☐ Relaxed body posture	☐ Dejected, depressed	
☐ Excessive sweating	☐ Clumsy	Eyes
☐ Breath smells of alcohol	☐ Hostile	☐ Nerve twitching
☐ Body smells of alcohol	☐ Quickly irritated	☐ Glazed look, orphaned
	☐ Inattentive or confused	☐ Difficulty focusing
Speech	☐ Lack of concentration	☐ Sensitivity to light
☐ Loud	☐ Difficulty in dealing	☐ Dilated pupils
☐ Double tongue	☐ Uninhibited	☐ Insensitive to light
☐ Confused	☐ Sexual harassment	☐ Narrowed pupils
☐ Sloppy talking/rabbling	☐ Unnecessary risk-taking	
☐ Inappropriate laughter	☐ Swearing	
☐ Incoherent	☐ Complaints stomach, uneasy feeling	
☐ Exaggerated articulation	☐ Many use breath fresheners	
	☐ Inability to do work	
	☐ Making accusations	
	☐ Overreact	