

# Drug and Alcohol Policy

Approved by	Meridian Board
Approved date	25 February 2025
Date of next review	February 2027

## 1 PURPOSE

Meridian Energy's Drug and Alcohol Policy ("Policy") supports healthy and safe working conditions and the ability to effectively manage risk.

The purpose of this policy is to ensure that:

- Meridian is a safe workplace for all employees, visitors and contractors by ensuring work is not undertaken while under the influence of drugs or outside the prescribed limits of alcohol.
- Meridian is committed to supporting employees who may have a drug or alcohol issue.
- Meridian is committed to building a positive Safety and Wellbeing culture.

## 2 SCOPE

This Policy applies to all of Meridian's employees, directors, consultants and contractors and all employees, directors, consultants and contractors of Meridian's related companies incorporated in New Zealand (as that term is defined in section 2(3) of the Companies Act 1993 ("Companies Act")) (together the "Meridian Group"); and covers all operations within Meridian and its subsidiaries.

This Policy should be read in conjunction with the Drug and Alcohol Testing Procedures.

## 3 INITIATIVES

Meridian will support all employees/contractors in achieving this purpose through the following initiatives:

- **Education/Training:** The Drug and Alcohol Policy and Procedures will be supported by educational material and managers' training provided by recognised specialists.
- **Employee Pre-employment Urine and Breath Alcohol Testing:** New appointments are contingent on applicants returning a negative drug and alcohol test.

- **Contractor Pre-engagement Testing:** Contractors may be subject to pre-engagement testing prior to contract commencement.
- **Post Accident/Incident Testing:** Employees/contractors may be tested for the presence of drugs and/or alcohol when they are involved in an incident, near miss or plant, product or property damage or accident where their actions or lack of action may have contributed to the event.
- **Reasonable Cause Testing:** Employees/contractors may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely.
- **Random Testing:** All employees/contractors will be randomly selected for testing for the presence of drugs and/or alcohol.
- **Support and Rehabilitation:** Meridian funds employee access to an Employee Assistance Programme (EAP). This is a confidential service, independent from the Company which offers services such as information, assessment, counselling or referral, to help an employee resolve issues such as drug and alcohol dependency, that may be affecting their work. Meridian encourages employees to access EAP where they have an issue that needs to be addressed with external assistance. Meridian may assist by providing a Drug and Alcohol Rehabilitation Programme either for employees who voluntarily ask for assistance in resolving their drug or alcohol dependency or employees who test positive for drugs and/or alcohol for the first time under this policy. The employee may also be required to complete a course of follow-up treatments and testing and return a negative drug and/or alcohol test before being permitted to return to work.

## 4 DRUG AND ALCOHOL TESTING PROCEDURES

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All drug and alcohol testing of current or potential Meridian employees will be undertaken according to the Drug and Alcohol Procedures adopted by Meridian management.

## 5 RESPONSIBILITIES

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### Employees/Contractors

- All employees/contractors working at or for Meridian are expected to report fit for scheduled work and be able to perform assigned duties safely and acceptably, without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance.
- If an employee/contractor thinks they have a drug or alcohol problem that is affecting their work, Meridian encourages employees to ask for help from their Manager, the Health and Safety Team or the People Team, at an early stage (that is, **before** the problem leads to disciplinary action), without fear of reprisal. Discussions will be kept confidential.
- Employees/contractors are prohibited from:
  - working or conducting Company business under the influence of drugs or alcohol.
  - using, possessing, distributing or consuming non-prescription drugs while at work at any time.

- driving a Meridian vehicle, or any vehicle while conducting company business, under the influence of drugs or alcohol at any time.
- If an employee/contractor feels unsafe or uncomfortable working with a colleague because they suspect they are under the influence of drugs or alcohol, the employee/contractor should refer the matter to any supervisor or manager. Such action should not be limited to peers or subordinates and any actions of reporting will be treated with the strictest confidence.
- It is the responsibility of all employees/contractors to identify any concerns about an individual's immediate ability to perform their job due to drug or alcohol influence, and to take appropriate steps.
- All employees/contractors who consume alcohol at a Meridian social event are expected to do so in a safe and responsible manner and ensure the reputation of Meridian is upheld.
- All employees/contractors are encouraged to discuss any prescription drugs or medicines they are taking with their manager at an early stage; so that the work tasks the employee/contractor undertakes can be assessed appropriately. Meridian's medical providers may be involved in this process.

### **Managers**

- Managers are expected to ensure their people understand the requirements of this Policy and the Drug and Alcohol Testing Procedures.
- Managers are expected to monitor and investigate alcohol or drug situations that may arise, in conjunction with advice from the Health and Safety Team or their People Team Business Partner.

## **REFUSAL TO TAKE A DRUG AND/OR ALCOHOL TEST**

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If an employee/contractor is required to take a drug and/or alcohol test in accordance with this Policy and refuses to do so or does not sign the consent form, the employee/contractor should first explain the reason for their refusal. Meridian will consider any explanation given. In its sole discretion, if Meridian considers the explanation is unreasonable in the circumstances, then Meridian may take disciplinary action up to and including dismissal (with or without notice) or, in the case of a contractor, termination of their engagement.

## **COMPLIANCE**

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If an employee breaches this Policy, Meridian may:

- Send the employee home on leave, which may be unpaid, for such period as may be reasonably necessary. This will be at least as long as required for the employee to recover from the influence of drugs or alcohol.
  - Please note that if an employee is suspected of being under the influence of drugs or alcohol, it is Meridian's expectation that they will not drive any vehicle, to or from the Company's premises. This is both to protect the employee's own personal safety, and the safety and health of others.

- Require the employee, at their own expense, to undergo a drug and/or alcohol screening test which returns a negative result, before permitting the employee to return to work.
- Take disciplinary action against the employee up to and including dismissal. The nature and severity of the violation will determine the disciplinary action taken.
  - Minor first offences may result in a first and final written warning and/or referral for substance abuse education/evaluation/treatment.
  - Repeated or more serious offences may result in a final written warning, demotion, or dismissal from employment (with or without notice).

If a Contractor breaches this Policy Meridian may:

- Send the contractor home, for such period as may be reasonably necessary.
- Take other action as may be appropriate, up to and including termination of the contract.

## DEFINITIONS

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Drugs	means any mind altering or legally controlled substance unless it is prescribed by a doctor and used in accordance with medical directions. This includes any drugs listed in the Misuse of Drugs Act 2019 and any drugs listed in the AS/NZS 4308:2008: Procedures for specimen collection and quantification of drugs of abuse in urine and the Oral Fluids Standards AS/NZS4760:2019 The Company may also include drugs other than those listed in the Standard, such as those drugs referred to as “psychoactive substances”, “designer drugs”, including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of “drugs”.
Alcohol	means any alcoholic drink, including spirits, wine or beer.
Under the influence	For the purposes of this policy, “under the influence” means either: <ul style="list-style-type: none"> <li>a) A Positive Breath Alcohol Test. A Positive Breath Alcohol Test, as outlined in the Drug and Alcohol Testing Procedures, is an alcohol test that records any level of alcohol above 100 micrograms of alcohol per litre of breath.</li> <li>b) The presence of any of the classes of drugs designated in AS/NZS 4308 or the Oral Fluids Standards AS/NZS4760:2019, equivalent to, or above, the cut-off concentrations outlined in these Standards.</li> </ul>