



Heroes of 'safe and well'

Shore Drug & Alcohol Misuse

Manager's guidance

At Carnival UK, we're working hard to shape a positive working environment where everyone can do their best work and be safe and well.

This guide explains how we'll support you if the effects of drugs or alcohol impact your work, health, performance, or attendance. Everybody must take responsibility for their own health and wellbeing, but equally, we expect anyone who is a line manager to be both proactive and supportive when it comes to the wellbeing of their team members to ensure support is sought early.

Definition of drug and alcohol misuse

Low risk alcohol consumption is drinking up to 14 units per week. Consuming more than 14 units per week is considered high risk and more likely to impact on your health in the following ways. It can increase your risk of mouth, throat and breast cancer, stroke, liver, heart, and brain disease alongside poorer mental health.

Illegal drug use can cause physical and mental harm in the short and long term. With prolonged use many drugs will cause dependence. There is no low risk drug usage. Drugs can act in various ways, such as a depressant, a stimulant, and a hallucinogen.

Under the Misuse of Drugs Act, drugs are classified according to their perceived danger.

Class A drugs include:

- Ecstasy
- Cocaine
- Methamphetamine
- Heroin
- LSD
- Mescaline
- Methadone
- Morphine
- Opium
- Magic mushrooms
- Injectable forms of class B drugs

Class B include:

- Cannabis and cannabis resin
- Ketamine
- Oral preparations of amphetamines, barbiturates, codeine, and methaqualone (Mandrax).

Class C include:

- Benzodiazepine (for example, Temazepam, Valium)
- Khat
- Less harmful drugs of the amphetamine group
- Anabolic steroid

It's important to spot changes in behaviour or appearance as some of these signs may be part of the individual's usual behaviour. Please remember there may be other causes including, underlying health conditions.

Signs to look out for in the workplace:

- Variable work performance
- Increased accidents
- Increased errors
- Increased complaints
- Higher absence levels
- Poor time keeping

Physical warning signs to look out for:

- Bloodshot eyes, pupils larger or smaller than usual
- Changes in appetite or sleep patterns
- Sudden weight loss or weight gain
- Deterioration of physical appearance, personal grooming habits
- Unusual smells on breath, body, or clothing
- Tremors, slurred speech, or impaired coordination

Behavioral warning signs to look out for:

- Inappropriate conversations or communications
- Unexplained financial problems; borrowing or stealing
- Engaging in secretive or suspicious behaviours
- Sudden change in friends/colleagues

Psychological warning signs to look out for:

- Unexplained change in personality or attitude
- Sudden mood swings, irritability, or angry outbursts
- Periods of unusual hyperactivity, agitation, or giddiness
- Lack of motivation; appears lethargic or "spaced out"
- Appears fearful, anxious, or paranoid

Colleagues and managers have a duty of care to report concerns about drug and alcohol use. It should be reported to a manager alongside the OH / ER team. If onboard it should be reported to the Security Officer or alternatively to any Officer on duty.

Drug and alcohol screening onboard

We don't carry out random screening shore side, but we may need to do with-cause screening if you travel onboard our ships and are suspected to be under the influence of drugs or alcohol whilst performing your role. Drug and alcohol tests may be requested by other authorised government agencies. Any refusal to take or frustrate the operation of a drug or alcohol test could be considered as an act of gross misconduct. There is more information available in the Fleet Drug and Alcohol policy.

Sources of support

We recognise that some of our staff may become dependent on alcohol or drugs and that such dependencies can be successfully treated, and we're keen to promote a culture that understands and is sympathetic to the problems associated with alcohol and drug misuse.

Carnival UK will support with the rehabilitation of individuals who voluntarily seek help for drug and/or alcohol problems. Assistance must be sought at the earliest opportunity from the Occupational Health team via a management referral. The individual should be encouraged to see their GP and given the details of our Employee Assistance Programme as soon as the disclosure is made. Discovery or a disclosure prompted by an incident or a with cause search will not provide immunity from disciplinary action.

We have an Employee Assistance Programme in place which can be accessed by anyone 24/7 as a supportive measure. This is a confidential service and the support provided may include counseling or signposting to further specialist support.

Line managers can speak to Occupational Health or Employee Relations if there are safeguarding concerns and the appropriate person will be consulted (Designated Safeguarding Person). They can also assist with a health and safety risk assessment in relation to their role (including reputation damage to CUK).

Each case will be dealt with on an individual basis, where possible, adjustments to the role will be made to ensure safety for the individual and organisation.

There are external sources of support available.

The GP should be able to provide the individual with details of local support groups.

Drink Aware and Alcohol Change provides support and information if the individual feels their drinking is excessive.

<https://www.drinkaware.co.uk/advice/alcohol-support-services>

<https://alcoholchange.org.uk/help-and-support/get-help-now>

Drug addiction support services can be found through the NHS website below.

<https://www.nhs.uk/Service-Search/other-services/Drug%20addiction%20support/LocationSearch/339>

Rehabilitation

If you voluntarily seek help for drug and alcohol problems, you'll be treated in the same way as you would for any other medical issue. Confidentiality and discretion will be applied as for any other condition.

If you request participation in a rehabilitation program this will be treated as sickness absence during your period of rehabilitation and the Attendance Management policy will apply.

Rehabilitation must be facilitated through a recognised inpatient or outpatient programme approved by your GP and the Company's Occupational Health team. There is no contractual right to rehabilitation support, and it is supported at the Company's discretion.

An individual cannot request rehabilitation support as an alternative to being managed through the relevant disciplinary procedure or Code of Conduct when a breach of conduct has been identified. If you wish to seek support, you're also reminded that discovery or a disclosure prompted by an incident, search, or impending search or screening will not exclude the member of staff from disciplinary action and in such cases, rehabilitation will not be considered.

If you participate in a rehabilitation programme you'll be required to be passed as fit for work by your GP and the Occupational Health team prior to returning to work.

Any failure to follow medical advice or the professional advice of those involved in rehabilitation treatments may result in the programme being withdrawn. Access to any rehabilitation programme will only be offered once. In the event of a relapse, it will not be repeated.



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