

Drug & Alcohol Standard

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1.0 Purpose

To protect the health, safety and wellbeing of employees, contractors, and visitors, Contact will take all reasonable steps to make sure they are fit for work, including preventing harm from drug and alcohol misuse.

This Standard aims to:

- Help people leaders and supervisors manage the Drug & Alcohol (D&A) testing process fairly within legal requirements.
- Establish how Contact will manage testing for drug and alcohol impairment.
- Provide advice to employees with D&A issues and encourage them to seek help voluntarily.
- Outline our drug and alcohol testing methods and response to non-negative or failed tests.

2.0 Application

This standard applies to all people working or visiting Contact operated sites including visitors and contractors.

2.1 Educating Our People

A short educational module is available in Contact University and will be assigned to all our people working on generation sites. We also provide an Essentials Guide to Drug & Alcohol Testing for our people which can be found on our www.protectatcontact.co.nz website under “General Guidance” that explains why we have a Drug & Alcohol Testing Program, how it will be implemented and what happens if a D&A test provides a non-negative result, positive test result or there is a refusal to test.

We will use The Drug Detection Agency (TDDA) to run facilitated engagement sessions from time to time with our sites.

3.0 Responsibilities

People Experience are responsible for:

- The education of employees, visitors and contractors about the risks of drug and alcohol misuse and the expectations set with this Standard
- Developing and managing rehabilitation plans for those in a support program
- Developing return to work plans for those undergoing rehabilitation
- Regularly checking and updating this Standard and the D&A testing program to meet legislative requirements.

People Leaders are responsible for:

- Ensuring their people know about the Standard
- Recognising signs of drug or alcohol impairment in their people and applying the standard where appropriate

Site Hosts are responsible for:

- Assists during on-site testing.
- Organises evacuation/attendance reports.
- conducts random selection process.
- notifies selected individuals.
- coordinates testing logistics.
- Manage “refusal to test” - Explain the procedure; explain the potential consequences of not taking the test; encourage the individual to take the test.

Employees and contractors are responsible for:

- Informing their people leader if they believe someone at work is under the influence of drugs or alcohol.
- Checking any prescribed medication against the list of common over the counter drugs and therapeutics in our Essentials Guide that may provide a non-negative, false positive or positive test result, and inform your people leader if this is the case.
- When prescribed medication, please check with your doctor or pharmacist if your prescribed drugs may cause impairment and affect your ability to carry out your role safely. If this is the case, please inform your people leader and People Experience Advisory team (peoplesupport@contactenergy.co.nz) so that we can manage your work accordingly.
- Let your people leader know if you have a drug or alcohol conviction that could affect your ability to perform your work, such as driving.

Visitors are responsible for:

- Understanding that they may be subjected to random unannounced or reasonable cause testing when on a Contact site.
- Participating in any testing programs

Contractors are responsible for:

- having a Drug and Alcohol Policy and procedures that meet the minimum requirements outlined in the Contact standard. Where contracting company's policies or procedures differ, contracting companies are required to conform to the Contact standard and procedures while their personnel are on site.

4.0 Requirements

4.1 Use and Possession of Illicit Drugs

Contact will not tolerate any illicit drugs at our workplaces, social events or work-related functions. Such actions may lead to disciplinary action, the severity of which will depend on the nature and circumstances of each case, the employee's history of testing results and can range from misconduct to serious misconduct which may result in summary dismissal.

4.2 Working on sites controlled by other organisations

If you work on sites controlled by other organisations, you **MUST** still follow this Standard unless their threshold levels are lower than Contact's and then their standard will apply.

4.3 Disciplinary Action

A failed test, refusal to undergo testing or tampering/interfering with test samples may be considered a serious breach of this standard and could lead to disciplinary action, the severity of which will depend on the nature and circumstances of each case, the employee's history of testing results and can range from misconduct to serious misconduct which may result in summary dismissal.

4.4 Use of Over the Counter & Prescribed Medication

Sometimes people take medication for legitimate reasons, like when a doctor prescribes them or the use of over-the-counter drugs available at pharmacies. The Drug and Alcohol Essentials Guide details common over the counter medication that can give a non-negative, false positive or positive result.

If as a result of you taking medication that may adversely affect your ability to undertake your role safely Contact will attempt to find you temporary alternative duties. If there are no suitable alternative duties or in cases of substantial impairment, Contact may instruct the person to remain away from work. Time away from work due to impairment caused by medication will be treated as sick leave or, where the individual has insufficient sick leave entitlements, leave without pay. Contact may request an independent medical assessment to ascertain whether the medications affects their ability to perform their work duties safely. If the medical assessment concludes that there is a risk of impairment, Contact will work with the person and medical practitioner to manage that risk. Where the risk cannot be adequately managed, consideration will need to be given to a leave of absence or in some cases may result in termination for incapacity.

4.5 Consumption of Alcohol

Consuming alcohol and working can create safety and business risks and so alcohol should not be consumed when attending work, when attending Contact organised public events (e.g. community events), when on call, or when on standby.

When travelling for Contact business, employees and contractors **MUST** ensure alcohol consumption does not compromise health, safety or violate local regulations and customs.

Contact recognises and values social interaction for our people. While people leaders are encouraged to explore opportunities for social interaction without involving alcohol or away from the workplace, all events where alcohol is to be served **MUST** have approval from a Leadership Team member, who will designate a people leader or senior staff member to oversee the occasion and ensure host responsibility guidelines are adopted and followed.

If the consumption of alcohol at a Company event is approved, or at a client/supplier function, employees **MUST** behave responsibly. The host should consider the guidelines below for responsible hosting:

- ensure a suitable person is designated as the host to ensure host responsibility practices are followed
- ensure that low alcohol and non-alcoholic drinks are available.
- ensure that reasonable amounts of food are provided for the entire event.
- ensure that guests leave safely and provide transport where required.
- **MUST** take steps to protect anyone who becomes intoxicated.

- ensure alcohol is not supplied to anyone under 18 years old at company events.
- Keep an eye out for people who may be looking to drive after consuming quantities of alcohol that might make them above the legal alcohol limit. Individuals should arrange their own safe transport but on occasions senior staff may arrange suitable transport.
- The Corporate Uber account or other taxi services may be used to get people home or to their accommodation after an event.

Any breach of this standard may be considered serious misconduct and could lead to disciplinary action, the severity of which will depend on the nature and circumstances of each case, the employee's history of testing results and can range from misconduct to serious misconduct which may result in summary dismissal.

5.0 Testing programs

5.1 Types of Testing Programs

Five types of drug and alcohol testing programs may be implemented under this standard:

Testing Program	Description	Who should request testing
Pre-employment	Any person who may be required to work on a Contact operated work site may be asked to complete a pre-employment drug and alcohol test 6 weeks before commencing work. This may include transfers or secondments.	People Experience Team
Random unannounced	Workers and contractors working at a Contact site. To ensure testing is random, scheduling of testing will use a random selection process using lists of those persons present on site on the day of the test.	The H&S Coordinator will nominate a day for testing, and TDDA will test under the instructions of the requester.
Post event/incident/near miss	At Contact's discretion, any employee, visitor or contractor may be required to undertake a test for the presence of drugs or alcohol where they are involved in an incident or near miss of a serious, major, critical or catastrophic potential or where a medical treatment, restricted work or lost time injury results from the incident.	People Leader or Head of H&S

Reasonable cause	Reasonable cause testing may be invoked if a person's behaviour is significantly out of character, there is other evidence that is a reasonable cause for concern, or if there is an indication of the recent possession and/or use of drugs (such as discovery of paraphernalia). A Reasonable Cause Form that details indicators and symptoms of the presence of drug and alcohol can be found on our www.protectatcontact.co.nz website under "General Guidance".	People Leader or Head of H&S using the Reasonable Cause Form located on the www.protectatcontact.co.nz website under "general guidance".
Client Requirement	A Contact person is operating in support of a client's activities and said client requires they undergo a drug test.	The client would need to request via their Contact Energy contact, who would then organise testing with TDDA.

5.2 Process for Conducting Drugs and Alcohol Testing

The Drug Detection Agency (TDDA) will undertake the testing, or their delegates as approved by Contact – the contact details for the TDDA branches are listed in Appendix A.

The procedures for drug testing and limits are outlined in AS/NZS 4308:2023 and AS/NZS 4760:2019.

A breathalyser or other approved methods will test for alcohol and devices will meet the requirements of the AS 3547:2019 Breath Alcohol Testing Devices standard.

Contact Energy reserve the right to apply more than one testing method.

An "Informed Consent Form" **MUST** be signed in all cases.

5.3 Testing Limits

The AS/NZS 4308:2023 standard outlines updated procedures and cut-off levels for **urine drug testing** in workplace and medico-legal contexts. Here's a breakdown of the specific drugs tested and their screening and confirmatory thresholds:

Drug Class	Screening Cut-off (µg/L)	Confirmatory Cut-off (µg/L)
Amphetamine-type stimulants	300	150
Benzodiazepines	200	100
Cannabis metabolites (THC)	50	15
Cocaine metabolites	150	100
Opiates (e.g., morphine)	300	300

These cut-offs are designed to balance sensitivity with fairness, minimizing false positives from incidental exposure.

The AS/NZS 4760:2019 standard governs oral fluid (saliva) drug testing in workplace and medico-legal settings. It specifies both screening and confirmatory cut-off levels for various drug classes.

This table summarizes the screening and confirmatory cut-off levels for **oral fluid drug testing** as per the AS/NZS 4760:2019 standard.

Drug Class / Compound	Screening Cut-off (ng/mL)	Confirmatory Cut-off (ng/mL)
Amphetamine-type stimulants	50	25
Methamphetamine	50	25
Cannabis (THC)	15	5
Cocaine metabolites	50	25
Opiates (e.g., morphine/codeine)	50	25
6-Acetylmorphine (heroin marker)	-	10
Oxycodone	40	20
Benzodiazepines (optional)	10	-

Additional substances like synthetic cannabinoids, cathinones, LSD, fentanyl, and others may be tested **optionally** if requested.

Breath alcohol testing devices used in NZ workplaces are expected to meet AS 3547:2019 Breath Alcohol Testing Devices standard.

There is no fixed legal limit for workplace alcohol testing, limits are set by this Contact standard.

In an operational working environment, a recording of **at or over** 100 µg/L (micrograms per litre) of breath is considered as a failed breath test. Some projects or Client's sites may have different limits, and these will be communicated during induction to that site or premises.

If alcohol is detected, but not over the limit prescribed, consideration should be given to using the [Making Fair Calls Guidelines](#) to have a safety conversation with the individual.

5.4 A Non-Negative Test Result

A non-negative test result **MUST** be confirmed by laboratory testing of a supplementary urine sample taken after the non-negative result is received.

Where one of our people is tested and returns a non-negative test result, the person may be asked to pause their work, pending the outcome of the laboratory confirmation test (this can take up to 3 working days).

A non-negative test of a Contractor will result in the worker being asked to pause work whilst the contractor company is notified. The matter will then be handed over to the Contractor to deal with under their policy. The worker will only be allowed back onto a Contact site when the company can provide a negative test.

5.5 Confirmed Non-Negative or Failed Test Result

A confirmed non-negative or failed test result may be considered a breach of this standard and could lead to disciplinary action, the severity of which will depend on the nature and circumstances of each case, the employee's history of testing results and can range from misconduct to serious misconduct which may result in summary dismissal. The disciplinary process is explained in the [Contact Coaching & Discipline Guide](#)

5.6 Refusal to Test/Tampering with Samples

If a person refuses to co-operate with the administration of a drug or alcohol test, or evades being tested, the people or site host will:

- Explain the procedure
- Explain the potential consequences of not taking the test
- Encourage the individual to take the test

If the employee, contractor or visitor continues to refuse to take a test, this will be considered a breach and will be treated in the same way as a person who returned a failed alcohol test or confirmed positive drug test result. In the case of a contracted worker, the contractor's company will be asked to furnish a negative test for the worker or find a replacement. The disciplinary process is explained in the [Contact Coaching & Discipline Guide](#).

Tampering with Samples

If the person conducting the testing has reasonable grounds to suspect that a person has tampered with a specimen, then they will inform the people leader. At Contact's discretion, the person may be given another opportunity to provide another specimen. Any attempt to interfere with the testing process (e.g. dilution, substitution, or masking agents) will be treated the same as a failed alcohol or confirmed positive drugs test result. The disciplinary process is explained in the [Contact Coaching & Discipline Guide](#).

5.7 Duty of Care

If someone tests positive for alcohol or provides a non-negative drug result, the reporting people leader or supervisor **MUST** ensure they have safe transport home.

6.0 Drugs and Alcohol Rehabilitation

Drug and alcohol addiction are treatable, and early support increases rehabilitation success. Employees can ask their people leader for support and access help through a request to peoplesupport@contactenergy.co.nz for issues related to substance abuse.

6.1 Voluntary Disclosure

If an employee thinks they have a problem with the abuse or misuse of drugs or alcohol they are encouraged to seek help from their people leader, People Experience Business Partner or H&S Advisor as early as possible, and they should not fear adverse negative consequences because of doing so. Discussions will be kept confidential. Contact will try to help resolve the problem, including referring the employee to an approved supplier for counselling and if appropriate rehabilitation.

If an employee seeks counselling in relation to an alcohol or drug problem following an incident or where they have failed a drug or alcohol test, at the direction of Contact, a waiver of disciplinary action may not apply.

6.2 Post Positive Test

Employees returning a confirmed positive test for the first time, who wants to continue employment, may be required to have a formal assessment and any recommended follow up counselling through the approved service provider. Failure to take part in or complete the programme may result in disciplinary action, the severity of which will depend on the nature and circumstances of each case, the employee's history of testing results and can range from misconduct to serious misconduct which may result in summary dismissal.

6.3 Rehabilitation Procedure

Contact may at its discretion fund rehabilitation for employees.

The rehabilitation process will follow these guidelines:

- The employee **MUST** sign the **"Rehabilitation Agreement"** agreeing to the program and follow up testing.
 - The People Experience advisory team will contact Contact's service provider to arrange an initial appointment for the employee with a D&A trained clinician.
 - The People Experience advisory team will provide the workplace testing results and consent form signed by both the people leader and the employee.
 - Employees will receive contact details for the clinician.
 - The clinician will arrange treatment or further specialist advice as needed.
 - The clinician will advise the People Experience advisory team if an alternative employment situation is advisable for a safe work environment. This may also include additional drug and/or alcohol testing during the treatment program.
- Alternative duties will apply in the interim.

- Rehabilitation will begin and the provider will inform the People Experience advisory team about the employee's attendance.
- The clinician will report to the people leader, after the agreed number of sessions on the need for further treatment.
- The employee **MUST** pay for any sessions beyond those that are funded by Contact.

Contact will decide on a return-to-work based on:

- The nature of the employee's work:
 - If the role is operational, alternative employment will be found if feasible to avoid risk
 - If no alternative employment exists, the employee cannot return until they pass a drug and/or alcohol test below the 'cut-off' level
 - Once the employee passes the test, a decision returning to normal duties will be made
 - A comprehensive assessment report from the rehabilitation provider indicating the employee's ability and readiness to change. In some cases, the provider may recommend withdrawal from drugs and/or alcohol requiring a 'zero' result for 'return to work.'
 - Recent drug and/or alcohol test result. Test results during rehabilitation can be used to monitor drug and/or alcohol use patterns since the initial test.

After completing counselling through the approved service provider, the employee will have up to six unannounced follow-up drug and/or alcohol tests per year over the next two years. These tests may look for the presence of drugs and/or alcohol not limited to cut-off levels.

A second positive test outside the treatment period may lead to disciplinary action, the severity of which will depend on the nature and circumstances of each case, the employee's history of testing results and can range from misconduct to serious misconduct which may result in summary dismissal.

7.0 Records, Privacy & Data Storage

Our provider uses the Imperans Platform to securely manage our drug and alcohol testing program.

All information received by Contact through the implementation of this procedure is treated as confidential. This includes:

- Collection of specimens
- Destruction of specimens after testing
- Management of its records and the employee's personal records; and
- Communication of test results

All information gathered as a result of drugs and alcohol testing is collected for the purpose of implementing this procedure and achieving its objectives and will comply with the Privacy Act.

Any employee, contractor or visitor who has undertaken a test can request a copy of their personal testing information. Requests should be made through the relevant PE business partner.

Information about an employee's performance management in relation to drug and alcohol misuse will form part of an employee's personal file and be held securely by PE.

Reporting related to the D&A testing program will be completed periodically as required and these reports will not contain personal details.

Any confirmed positive drug or alcohol test should be recorded in Cintellate as an event, but it is imperative that confidentiality is always maintained.

8.0 Drug & Alcohol Testing Program

The drug and alcohol testing program is determined by the Head of H&S and ensures that we meet good practice guidance on levels of testing appropriate to our operational context. The program is administered by the H&S Team who will arrange D&A testing to meet KPI's.

Site Name	Target
Geothermal	5% of staff annually
Stratford	5% of staff annually
Whirinaki	Once per year
Clutha Hydro	5% of staff annually
Other Hydro Hubs	Once per year per hub
Outages/Turnarounds	5% of staff per outage
Development & Construction Sites	Monthly testing of 10% of workforce on site the day of the test
Corporate offices	Discretionary
Customer Centres	Discretionary

9.0 Compliance and Assurance

Contact requires all its employees, contractors, and visitors to comply with this Standard. The H&S Team will monitor compliance and Contact's Risk & Assurance team may review the D&A programme periodically.

10.0 Definitions

Term	Definition
Alcohol	Any beverage that contains ethyl alcohol including but not limited to beer, wine and spirits.
Authorised Laboratory	A testing facility accredited against the relevant AS/NZS standard
Client Requirement	Contact works on other organisations sites and may be requested to undertake drug and alcohol testing whilst on these sites.

Term	Definition
Contact	Contact and all joint venture partners for whom Contact have a contractual responsibility to insure and other parties as may be specified.
Contractor	Any company or individual who has a contract for service with Contact and where those services are provided at Contact controlled sites/workplaces/premises/facilities.
Cut-Off Concentration	A value at or above which the drug/metabolite is deemed to be 'positive' and below which the drug/metabolite is deemed to be 'negative'.
Drugs	Illicit and restricted drugs which cause impairment such as cannabis and hashish, opiates (such as heroin and morphine) cocaine, amphetamine type substances (speed, "P", ecstasy and benzylpiperazine (party pills). The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives) and other or synthetic drugs designed to mimic the effects of illicit or restricted drugs.
Illicit Drugs	Not permitted, not authorised, or unlawful. May also be covered in the Psychoactive Substances Act.
Medical Incapacity	Medical incapacity is a process that is used if you are unable to properly carry out your responsibilities as per your individual employment agreement.
Negative alcohol test	Means a level of alcohol at or below 250 micrograms per litre (µg/L) for most employees and below 100µg/L for those in operational roles.
Negative drug test	Means that as the result of a drug screening test (on-site or laboratory) and/ or a confirmed laboratory testing, either no drug(s) and/ or metabolite(s) are detected, or the concentration(s) of drug(s) and/ or metabolite(s) detected are below the concentrations set in the current AS/NZS standard.
Over the Counter medication	Medications that can lawfully be obtained from other than a medical practitioner and that may affect performance.
Non-negative test	The initial test result was at or above the specified cut-off level and will require further review to determine the cause of the result. It can also mean that the specimen was tampered with, substituted or invalid.
Positive alcohol test	Means a level of alcohol above 250 micrograms per litre (µg/L) for most employees and above 100µg/L for those in operational roles.
Positive drug test	Means that as the result of a urine screening test (on-site or laboratory) and/ or a confirmed laboratory testing, either drug(s) and/ or metabolite(s) are detected and the concentration(s) of drug(s) and/ or metabolite(s) detected are above the concentrations set in the current AS/NZS standard.
Prescription medication	Medications that are prescribed by a medical practitioner and that may affect performance.

Term	Definition
Serious misconduct	Behaviour or an act that is prejudicial to the business or reputation of Contact or a serious breach of a condition or requirement of a Company Policy, Protocol or Procedure.
Visitor	A person who is not an employee, or contractor who is on a Company worksite for a short-term visit for business or non-business purposes (includes clients and customers) and who would be fully supervised during the visit.

11.0 Related Documents

- Health & Safety Policy
- Code of Conduct
- Drug & Alcohol Essentials Guide
- Rehabilitation Agreement
- Reasonable Cause Form
- Contact Drug & Alcohol Testing Procedure
- Contact Coaching & Discipline Guide

12.0 Document Version Information

Author			Head of Health & Safety
Document Approver			Chief People Officer
Current Version		Synopsis of amendments to previous version (brief commentary noting section)	
Number	Date		
0	17 Dec 2016		
1	October 2025	Full review and rewrite of document as part of Manawa Integration	
	Due October 2028		

APPENDIX A: TDDA Regional Office Contacts

The TDDA head office can be reached by calling 0508 DRUGTEST. Regional office contact details are listed below:

Tauranga

Unit 5
3 Newton St
Mt Maunganui
T: 07 574 3597
bop@tdda.com

Taupo

1 Raywood Cres.
Taupo
T: 07 0376 7698
taupo@tdda.com

Taranaki

58E Katere Road
New Plymouth
T: 06 757 3505
taranaki@tdda.com

Palmerston North

1/122 Rangitikei St
Palmerston North
T: 06 953 0661
central@tdda.com

Blenheim

36A Maxwell Road
Blenheim
T: 03 578 3781
nelson@tdda.com

Nelson

Level 1, Unit 11
1 Koru Place
Stoke
Nelson
T: 03 538 0173

Canterbury

5 Outlook Place
Lakes Business Park
Harewood
Christchurch
T: 03 354 5352
christchurch@tdda.com

West Coast

T: 021 890 0256
Jim.Gibbens@tdda.com

Otago

145A Main South Road
Green Island
Dunedin
T: 03 488 0097
dunedin@tdda.com