



# **ALBERTA GOLF**

## **Employee & Volunteer Drug and Alcohol Policy**

**April 23, 2019**

## **EMPLOYEE & VOLUNTEER DRUG AND ALCOHOL POLICY**

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### **DEFINITIONS**

- “**Alcohol**” means any beverage that may be legally sold and consumed, that has an alcoholic content in excess of 1.1% by volume.
- “**Employee**” means anyone in an employment relationship (full-time, part-time or casual), as well as any dependent or independent contractors with Alberta Golf.
- “**Fit for Work**” means the ability to safely and competently perform assigned duties without any limitations or impairment due to the use or after-effects of Illegal Drugs, Alcohol, Marijuana or Medication in a manner that does not compromise or threaten personal safety or health, the environment, or property.
- “**Alberta Golf Location**” means all places where Alberta Golf’s business and activities are conducted, including, any place where Alberta Golf -related activities or events occur away from Alberta Golf’s offices or other premises.
- “**Alberta Golf Personnel**” means Employees and Volunteers and “**Alberta Golf Person**” means any Employee or Volunteer.
- “**Illegal Drugs**” means any drugs which has not been legally obtained or is not legally obtainable in Canada and whose use, sale, possession, purchase or transfer is restricted or prohibited by law, including but not limited to medication obtained without a valid prescription.
- “**Impairment**” means a state of being under the influence of alcohol or drugs, whether legal or illegal. Signs of impairment may include glassy or red eyes, unsteady gait, slurring of speech and/or poor coordination or other atypical behaviour.
- “**Marijuana**” means cannabis, as listed under Schedule II of the *Controlled Drugs and Substances Act*, S.C. 1996, c. 19, which is consumed or possessed on a non-medically authorized basis, including but not limited to cannabis flowers, leaves, oils and edibles.
- “**Medication**” means any substance prescribed for individual consumption by a licensed medical practitioner, including but not limited to medically-prescribed Marijuana and any legally obtained over-the-counter remedies.
- “**Social Events**” are special celebrations or social activities hosted by Alberta Golf or Alberta Golf clients, partners, or sponsors.
- “**Volunteer**” is any individual who is a member of Alberta Golf’s board of directors, a member of one of Alberta Golf’s committees or an individual who is identified on Alberta Golf’s event duty roster. For the purposes of this Policy, a Volunteer may include other individuals who have been supplied by a club hosting an Alberta Golf event and offer assistance at that event.

### **ALBERTA GOLF’S COMMITMENT**

Alberta Golf is committed to protecting the safety, health, and well-being of all Employees, Volunteers, visitors and participants in Alberta Golf activities, especially its child and youth participants.

## PURPOSE

Alberta Golf's Employee & Volunteer Drug and Alcohol Policy (the "**Policy**") sets out the expectations of Alberta Golf Personnel regarding the use of Drugs, Alcohol and Marijuana at Alberta Golf Locations and when carrying out Alberta Golf duties.

## POLICY

Alberta Golf recognizes that Drugs, Alcohol and Marijuana use may pose threats to our goals and values. Therefore, Alberta Golf Personnel are strictly forbidden from the use of Alcohol, Illegal Drugs and/or Marijuana at all times while carrying out their employment and volunteer functions, except that:

- medication use is permitted, provided that Alberta Golf Personnel remain Fit for Work; and
- moderate use of Alcohol is permitted at some Social Events, provided that Alberta Golf Personnel remain Fit for Work.

## APPLICATION

This Policy applies to all Alberta Golf Personnel, as follows:

- during work hours, including work breaks;
- while conducting business or otherwise performing duties for Alberta Golf, including travelling for work purposes;
- while at an Alberta Golf Location;
- while operating an Alberta Golf vehicle (owned, rented, leased or loaned); and
- whenever representing Alberta Golf, including outside of the Province, or where there is a potential impact on Alberta Golf's reputation or interests.

This Policy also applies to Volunteers provided by host clubs when engaged in Alberta Golf events. This Policy and other expectations will be communicated to host club Volunteers during their orientation.

## GUIDELINES

Subject to limited exceptions for medically-prescribed Marijuana, legislation prohibits the consumption of Marijuana in the workplace. Alberta Golf Personnel must abide by all applicable statutory requirements, including those that pertain to the possession and use of Marijuana.

Applicable statutory requirements, as amended from time to time, include but may not be limited to:

- *Occupational Health and Safety Act, SA 2017, c. O-2*
- *Tobacco and Smoking Reduction Act, SA 2005, c. T – 3.8 and Tobacco Reduction Regulation, Alta Reg 240/2007*
- *Alberta Human Rights Act, RSA 2000, c. A – 25.5*
- *Bill 26: An Act to Control and Regulate Cannabis*
- *Access to Cannabis for Medical Purposes Regulations (SOR/2016 – 230)*

This Policy will be interpreted so as to be in compliance with all applicable laws, including the above-noted Acts and Regulations.

## **RESPONSIBILITIES**

### **Alberta Golf will:**

- communicate this Policy to all Alberta Golf Personnel;
- provide education regarding this Policy, including information about the use of Illegal Drugs, Marijuana, Alcohol, or Medication, to Alberta Golf Personnel;
- ensure safe transportation for Alberta Golf Personnel at Social Events where Alcohol is being served;
- offer support to any Alberta Golf Person who voluntarily seeks assistance for Illegal Drugs, Marijuana or Alcohol dependency or abuse, or addiction to Medication;
- relieve or remove from duty any Alberta Golf Person if they have reasonable grounds to suspect that individual is not Fit for Work; and
- take steps to investigate any possible violation of this Policy.

### **Alberta Golf Personnel will:**

- read, understand and comply with this Policy;
- be Fit for Work at all times while carrying out their duties, including while driving;
- use medically-prescribed Marijuana and other prescription and over-the-counter medications safely and responsibly;
- exercise good judgment in consuming Alcohol during Social Events;
- be free of Illegal Drugs and Marijuana during Social Events;
- report any violations of this Policy to a senior Alberta Golf Person as soon as possible; and
- understand that they may be subject to disciplinary action.

## **VOLUNTARY DISCLOSURE**

- If an Alberta Golf Person is required to take Medication that could impair their job performance or ability to carry out their duties, they must inform the Executive Director / CEO as soon possible and prior to the commencement of the Medication, if possible. Alberta Golf may request documentation, from a licensed physician, to confirm the individual's ability to perform the duties of their position, to assess any related limitations and to substantiate any alternate job functions or responsibilities, as applicable and appropriate.
- Alberta Golf recognizes that drugs (Illegal Drugs, Marijuana or Medication) and/or Alcohol dependency is an illness. Alberta Golf Personnel suffering from a dependency or abuse problem are encouraged to seek assistance.
- Alberta Golf Personnel who disclose that they have a dependency, addiction or abuse problem may be subject to certain conditions or return to work protocols, which will be developed on a case by case basis through the Executive Director / CEO.

## **EMPLOYEE ASSISTANCE PROGRAM**

Alberta Golf provides an Employee Assistance Program (“**EAP**”) as a paid benefit to assist Employees with personal, family, and work issues, including those related to dependency, addiction or abuse. Employees (and their dependents) can receive support over the telephone, in person, online and through a variety of issue-based health and wellness resources through the EAP.

## CONSEQUENCES OF A POLICY VIOLATION

### Investigation

- In all situations involving a suspected Policy violation, an investigation will be conducted by Alberta Golf.
- An Employee whose conduct is at issue may be suspended, with or without pay, during the investigation and removed from the Alberta Golf Location.
- A Volunteer whose conduct is at issue may be relieved of his or her responsibilities during the investigation and asked to stay away from Alberta Golf Locations.

### Disciplinary and Corrective Measures

- Based on the findings of the investigation, the Executive Director / CEO will decide whether this Policy has been violated and what steps, if any, will be taken as a result.
- Alberta Golf Personnel found in violation of this Policy may be subject to disciplinary action, up to and including termination of employment or voluntary service. Where applicable, Alberta Golf may also take legal action in accordance with the law.

## CONFIDENTIALITY

Alberta Golf will handle all personal information related to this Policy in a confidential manner, and not make any disclosure of such information unless the disclosure is necessary for protecting Alberta Golf Personnel or others, investigating a complaint or incident, taking corrective action, assessing and developing an accommodation plan, or otherwise required by law.

## ACKNOWLEDGMENT

I acknowledge that I have received the Policy. I agree to read and familiarize myself with the information in the Policy. Furthermore, I agree to follow and abide by all of the rules that the Policy contains and will ensure that Alberta Golf Personnel working under my direction are aware of the Policy.

I further understand that the Policy shall be continually evaluated and may be amended or modified as may be required from time to time.

I further understand that my failure to comply with the Policy may result in disciplinary action, up to and including the immediate termination of my employment for just cause for an Employee or immediate discharge from responsibilities for a Volunteer.

**Date:**

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**Employee/Volunteer Name:**

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**Employee/Volunteer Signature:**

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***Should you have any questions regarding this Policy,  
please communicate with the Executive Director / CEO.***