



Turner Valley Golf Club

Impaired – Unfit for Work

Intent

Turner Valley Golf Club prides itself on providing a safe working environment for all of its employees. Employees under the influence of “drugs” (includes doctor prescribed drugs—that impairs one’s senses, legal cannabis or illegal drugs of any kind) or alcohol on the job can pose serious safety and health risks both to themselves and their coworkers. To help ensure a safe and healthy workplace, Turner Valley Golf Club reserves the right to prohibit certain items and substances from being brought on to, or being present on TVGC premises. Turner Valley Golf Club also strictly prohibits the use of “drugs” (defined by: doctor prescribed—that impairs one’s senses, legal cannabis or illegal drugs of any kind) or alcohol during work hours and employees are further prohibited from reporting to work while under the influence of drugs or alcohol.

Policy

Suspicion of Impairment

Any employee reporting to work visibly impaired will be deemed unfit to perform required duties and will not be allowed to work. The following procedure will apply in these situations:

1. If possible, the employee's Manager/Supervisor will first seek another Manager/Supervisor's opinion to confirm the employee's status.
2. Next, the Manager/Supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee’s ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or there is an odour of alcohol, the employee should not be permitted to return to their assigned duties to ensure their safety and the safety of their co-workers or visitors to the workplace.
3. If an employee is deemed “unfit for work” this decision is made based on the best judgment of two members of management and DOES NOT require a breathalyser or blood test. The employee should be advised TVGC has arranged a taxi or

shuttle service to safely transport them to their home address; an unfit employee will be sent home without pay.

4. If, in the opinion of the Manager/Supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safer transportation alternative - depending on the determination of the observed impairment - and accompanied by the Manager/Supervisor or another employee if necessary.
5. A substance abuse evaluation test may be conducted by the Manager/Supervisor or Human Resources.
6. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse this TVGC organized transportation and make the decision to drive their personal vehicle the TVGC is obligated to and will contact the Police to make them aware of the situation.
7. A meeting will be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Inspections

Turner Valley Golf Club reserves the right to require its employees to cooperate with inspections of any and all property on its premises for the presence of drugs, alcohol or other contraband. Turner Valley Golf Club also reserves the right to require its employees to cooperate with any searches of their work area, or property that might be used to conceal drugs, alcohol or other contraband. Employees found to be in possession of such contraband, or who refuse to cooperate in these inspections may be subject to disciplinary action up to and including termination of employment.

Note: Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Substance Dependency

- TVGC understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. TVGC promotes the early diagnosis of this disease, and encourages employees with a disability based on dependency on alcohol or drugs to pursue medical, and/or psychological treatment to become successfully cured of this disease.
- Employees are not excused from their duties as a result of their dependencies. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.
- TVGC defines a rehabilitated drug user or alcoholic, or any individual engaged in a supervised drug or alcoholism rehabilitation program that is no longer using drugs

or alcohol, as an employee with a disability. As such, TVGC would consider the application of an individual who had formerly been in violation of the drug and alcohol policy, if the candidate could show evidence of rehabilitation. The employee would be responsible for adhering to the TVGC's Agreement for the Continuation of Employment within this Policy.

- All medical information shall be kept confidential by Turner Valley Golf Club.

Agreement for the Continuation of Employment

In accordance with the employee's commitment to become, and remain alcohol and drug-free, it is agreed that the employee will be constrained by the following terms:

1. The employee must submit to an evaluation of potential alcohol or drug problems by a recognized and certified evaluation professional that has been referred by the TVGC.
2. The employee must agree to attend any and all rehabilitation treatment recommended by the counselor performing the evaluation.
3. The employee must authorize the evaluation counselor to provide a copy of the rehabilitation recommendations to the Employer.
4. The employee's attendance shall be monitored at the required sessions. The failure to satisfactorily adhere to the program for treatment will result in the termination of the employee.
5. In the event that the employee is absent from work during the period of rehabilitation treatment, he/she may be required to undergo subsequent alcohol or drug testing.
6. The employee must consent to random, unannounced follow-up substance testing for a period not exceeding twelve (12) months as part of a rehabilitation program.
7. The employee will not be compensated for time used during the regular workday for testing or treatment.
8. The Employer does not guarantee the availability of work during treatment or after the employee completes the treatment if the Employer determines that no work appropriate for the employee is available.

Any employee convicted of, or who pleads no contest to any substance related offense must inform the Management at TVGC within five (5) days of the conviction or plea. Failure to do so will result in disciplinary action up to and including termination of employment. In the event of an employee's conviction or plea to charges relating to the manufacture, possession, sale, use, distribution, receipt, or transportation of any substance, the TVGC will determine whether disciplinary action will be taken, including the appropriateness of continued employment.

Expectations

Management

- Shall identify any situations that may cause concern regarding an employee's ability to safely perform his/her job functions.
- If it is known or ought to have been known that an employee has a substance dependency, the employer shall accommodate the employee to the point of undue hardship.

- Shall ensure any employee who asks for help due to a drug or alcohol dependence will not be disciplined for doing so.

Employees

- All employees are expected to abide by the provisions of this policy.
- Employees will not report to work while under the influence of drugs or alcohol.
- Employees are strictly prohibited from bringing "drugs" (defined by: doctor prescribed—that impairs one's senses, legal cannabis or illegal drugs of any kind) or alcohol onto TVGC property.
- Employees are strictly prohibited from using "drugs" (defined by: doctor prescribed—that impairs one's senses, legal cannabis or illegal drugs of any kind) or alcohol during work hours.
- In the event that an off-duty employee is asked to come in to work, it is his/her responsibility to refuse the request and ask that the request be directed to another person if the employee is unfit due to the influence of alcohol or other drugs.
- Employees are encouraged to communicate to their manager that they may be under the influence of over the counter medications that may cause drowsiness or impairment.
- Employees are encouraged to communicate to their employer that they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately.
- Employees who fail to adhere to the above expectations or who engage in illegal activities such as selling drugs and/or alcohol while on TVGC premises will be subject to disciplinary action up to and including termination of employment and referral to legal authorities.