



ALBERTA GOLF IMPAIRMENT IN THE WORKPLACE POLICY

DEFINITIONS

- “Alcohol” means any beverage that may be legally sold and consumed, that has an alcoholic content more than 1.1% by volume.
- “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.
- “Employee” means anyone in an employment relationship (full-time, part-time, or casual), as well as any dependent or independent contractors with Alberta Golf.
- “Fatigue” means feeling very tired, weary or sleepy resulting from both mental or physical factors
- “Fit for Work” means the ability to perform assigned duties safely and competently without any limitations or impairment due to physical or psychological conditions which include but are not limited to medical conditions, prescription or non-prescription drugs, recreational cannabis, alcohol, fatigue, mental health concerns, temporary/situational stressors.
- “Non-Prescription 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 an instance that creates a work site health and safety hazard and could include one or more of the following common indicators: 1. physical (changes in health, altered demeanor, slurred speech or lack of hygiene), 2. psychosocial (changes in an ability to focus on tasks, forgetfulness, inappropriate behaviours or changes in mood), 3. workplace (increased absence, errors in judgement, change or decrease in performance or other significant changes in quality of work)
- “Mental health concerns” means depression or anxiety.
- “Temporary/situational stressors” means an instance brought about by an external life event such as grief or financial problems.
- “Prescription drugs” means any substance prescribed for individual consumption by a licensed medical practitioner, including but not limited to medically prescribed cannabis and any legally obtained over-the-counter remedies.
- “Recreational cannabis” includes foods that contain cannabis known as ‘edibles’.
- “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 Impairment in the Workplace Policy (the “Policy”) sets out the expectations of Alberta Golf Personnel with respect to any causes of impairment at Alberta Golf Locations and when carrying out Alberta Golf duties.

POLICY

Alberta Golf recognizes that any causes of impairment may pose threats to our goals and values. Therefore, Alberta Golf Personnel are strictly forbidden from performing their tasks while impaired and must remain in a state of being Fit for Work at all times while carrying out their employment and volunteer functions.

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 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

Alberta Golf Personnel must abide by all applicable statutory requirements, as amended from time to time, which include but may not be limited to:

- Occupational Health and Safety Act, SA 2020, c. O-2.2
- Tobacco, Smoking and Vaping 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 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 to Alberta Golf Personnel.
- ensure safe transportation for Alberta Golf Personnel at Social Events.
- offer support to any Alberta Golf Person who voluntarily seeks assistance.
- 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 prescription drugs safely and responsibly.
- exercise good judgment during Social Events.
- be free of non-prescription drugs 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 prescription drugs that could impair their job performance or ability to carry out their duties, they must inform the CEO as soon as possible and if possible, prior to the commencement of taking the prescription drug. 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 dependency on alcohol, prescription drugs and/or non-prescription drugs 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 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 their 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 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 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: _____

Employee/Volunteer Name: _____

Employee/Volunteer Signature: _____

Should you have any questions regarding this Policy, please communicate with the CEO.