

**COURTENAY AND DISTRICT FISH & GAME PROTECTIVE ASSOCIATION**  
**DRUGS, ALCOHOL AND MEDICATIONS POLICY**

**1. Policy Statement**

Courtenay and District Fish & Game Protective Association (hereinafter CDFGPA) is committed to promoting the health, safety and wellness of its employees, contractors and the public. The CDFGPA recognizes and accepts the responsibility to provide Workers with a safe, healthy and productive work environment. Workers have the responsibility to report to work capable of performing their tasks productively and safely (i.e., mentally and physically fit to perform assigned tasks). Impairment from Drugs, whether legal or illegal, Alcohol and Medications can have serious adverse impact on the workplace. The CDFGPA has established this Policy in order to balance our respect for individuals with the need to maintain an impairment-free work environment.

**2. Application**

The present policy applies to all employees, [contractors and subcontractors] (hereinafter collectively referred to as the “Workers”).

**3. Responsibilities**

All Workers share responsibility for maintaining a safe and productive Alcohol and Drug free workplace.

All Workers are required to perform their job safely and in strict compliance with all applicable rules, policies and procedures. In addition, every Worker is required to:

- Read, understand and fully comply with this Policy. Any questions on policy details, interpretation or implementation are to be referred to [assigned Director or President]
- Report for work Fit for Duty and remain Fit for Duty while on CDFGPA business;
- Immediately advise their supervisor of any worker suspected to be not Fit for Duty;
- Take appropriate action to minimize any safety risk and advise his/her supervisor accordingly;

It is the Director and/or Supervisor’s responsibility to:

- Observe Worker performance and document any negative changes or problems;
- Not to transfer any Worker responsibility including control of any machinery, equipment or vehicle to a Worker suspected to be not Fit for Duty;
- Guide Workers who seek assistance for a personal problem to the appropriate Resources while maintaining confidentiality

**4. Company Standards**

To minimize the risk of unsafe performance due to impairment from alcohol, prescription or over the counter medication, or other drugs, whether legal or illegal and substances, all Workers are required to adhere to the following standards:

#### **A. Alcohol**

The following are strictly prohibited while on CDFGPA property, operating a CDFGPA vehicle or equipment, during working hours, at CDFGPA sponsored events, and whenever a Worker is representing the CDFGPA or conducting CDFGPA business:

- Reporting for duty or remaining on duty while being under the influence of Alcohol
- Consuming Alcohol during the work day including meals or other breaks
- Possessing, distributing, offering or selling Alcoholic beverages

On an exceptional basis for CDFGPA sponsored social events, Alcohol may be served on CDFGPA premises with the explicit approval of a Director (e.g. Christmas Party). Workers who are permitted to consume Alcohol on such occasions are required to exercise moderation and good judgment, and to avoid operating a motor vehicle with a blood Alcohol level above the legal standard.

#### **B. Medications**

All Workers are expected to use prescribed and over-the-counter medications responsibly. The intentional misuse of medications (for example, using the medication other than as prescribed, using someone else's prescribed medication, or combining medication and Alcohol use against direction) while on CDFGPA property, operating a CDFGPA vehicle or equipment, during working hours, at CDFGPA sponsored events, and whenever a Worker is representing the CDFGPA or conducting CDFGPA business, is prohibited.

Furthermore, Workers are required to investigate through their doctor or pharmacist whether a medication can affect safe operation and take appropriate steps to minimize associated risk and to advise their Director or Supervisor consequently.

#### **C. Drugs and other Substances**

The following are strictly prohibited while on CDFGPA property, operating a CDFGPA vehicle or equipment, during working hours, at CDFGPA sponsored events, and whenever a Worker is representing the CDFGPA or conducting CDFGPA business:

- Reporting for duty or remaining on duty while being under the influence of any Drugs, whether legal (e.g. Marijuana) or illegal;
- Consuming legal or illegal Drugs during the work day including meals or other breaks;
- Possessing, distributing, offering or selling Drugs, whether legal or illegal;

Workers who have an unexpected situation arise where a Worker is requested to perform unscheduled services and is unable to report to work due to impairment from Alcohol, medication or Illegal Drugs, the Worker must decline the call or request.

**D. Professional Assistance**

Any Worker who is unable to comply with the Drugs, Alcohol and Medication Policy or thinks he presents signs of an addiction to Alcohol, Drugs, whether legal or illegal, or medication should seek assistance from their Supervisor or Manager or a Director.

**5. Prevention and Investigation Procedures**

**A. Investigation**

The CDFGPA will conduct an investigation into any suspected or confirmed violation of this Policy. A Worker may be held out of service with or without pay, depending on the circumstances, while the investigation is being conducted. The Association reserves the right to investigate any situation where there are reasonable grounds to believe that Alcohol or Illegal Drugs was used by a Worker on CDFGPA Premises or that other misconduct has occurred.

**B. Alcohol and Drug Testing**

Drug and Alcohol testing will only be required if there are reasonable grounds for testing, or if there has been an accident or Near Miss or Significant Incident affecting persons and/or property damage.

If a prescription drug is prescribed by a physician or medical professional that may have the potential for impairment, drowsiness or reduced alertness, the Worker must immediately report this to their supervisor or Director. The supervisor or manager must take appropriate steps to ensure that the Worker and the workplace are safe.

**AGREEMENT – COURTENAY AND DISTRICT FISH & GAME PROTECTIVE ASSOCIATION’S  
DRUGS, ALCOHOL AND MEDICATION POLICY**

We are pleased to welcome you to the CDFGPA team.

This is an opportunity to provide you a copy of the Drugs, Alcohol and Medication Policy. The objective is to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Drugs, Alcohol and Medication Policy. This document is intended as an easy reference tool for any concerns. Should any of your questions remain unanswered, please contact the designated Human Resources Director

\_\_\_\_\_ at Tel# \_\_\_\_\_.

All the CDFGPA’s policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We, CDFGPA, are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely

**ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE WORKPLACE DRUGS, ALCOHOL  
AND MEDICATIONS POLICY**

I, \_\_\_\_\_, attest that I have read the Drugs, Alcohol and  
Employee Name (print) Medications Policy and

I acknowledge having received all the relevant information that I need to have a good understanding of the content and scope of this policy.

Employee – Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer – Print Name \_\_\_\_\_

Employer – Signature \_\_\_\_\_ Date \_\_\_\_\_

*(The original copy is given to the employee and the employer retains a photocopy for their files)*