

## **SAMPLE: Alcohol and Drug Use Policy**

This policy is from a large performing arts organization in Ontario

### **POLICY STATEMENT**

Theatre X is concerned with the safety and ongoing work performance of its employees. The consumption of, or being under the influence of, alcoholic beverages, illegal drugs or substances during working hours and during paid break periods is prohibited.

### **SCOPE**

All employees, including those employed on a contract basis.

### **PROVISIONS**

#### **Alcohol**

- Employees may not consume or work under the influence of alcohol during working hours, or allow other employees to so. Employees are not permitted, nor may they permit other employees, to consume alcohol on or in Theatre X property during working hours, unless authorised by their Director, the Executive Director or the Artistic Director.
- On those occasions when Theatre X sponsors an event during the course of business at which alcohol is available, invited employees are expected to exercise moderation and under no circumstances consume enough alcohol to become visibly impaired or to allow the level of blood alcohol to be above the limit for the operation of a motor vehicle. If an employee is under the influence of alcohol, he/she shall not operate a motor vehicle or equipment, nor perform work which may lead to injury, and shall make alternate arrangements for transportation and follow all direction by management and/or trained bar staff.
- On such occasions where alcohol is available to employees at Theatre X sponsored events, the Manager responsible shall ensure that he/she or a designated member of management is in attendance at the event. The designated Manager shall ensure that he/she is not under any circumstances under the influence of alcohol him/herself. The Manager shall instruct the bar staff to ensure that no employee is permitted to consume alcohol to the point of being visibly impaired or such that they are beyond the legal limit for the operation of a motor vehicle.
- The Manager shall communicate with the bar staff to ensure that the Manager is informed of any employee who appears to be visibly impaired or beyond the legal blood alcohol level for the operation of a motor vehicle. The Manager will speak with any such employee to ensure they do not consume any more alcohol, and that they will not operate a motor vehicle, equipment or perform any work where they could become injured. The Manager will take all necessary steps to prevent the employee from the employee from operating a motor vehicle or equipment, or performing any work where the employee could become injured. If necessary, the Manager will also ensure that the employee has alternate transportation, and where the employee does not co-operate, if necessary contact the Police and/or discipline any employee who does not co-operate.

## **Illegal Drugs or Substances**

- Employees may not themselves, or allow other employees to, consume, possess or work under the influence of illegal drugs or substances (i.e. those that have not been prescribed) on or in Theatre X property at any time.

If there is reason to believe that an employee's job performance is being negatively affected by alcohol, drugs or illegal drugs, or that this policy is being breached in any way, Theatre X is entitled to inquire as to the nature of the problem and to take appropriate remedial action.

Theatre X will differentiate between behaviour that is properly characterised as relating to an illness or disability (for example, Theatre X recognises that alcoholism may constitute a disability), and behaviour that is not. In the former case, Theatre X's responses will be directed towards the goal of rehabilitation, and the duty to accommodate under the Human Rights Code; in the latter, the principles of progressive discipline will be applied. If rehabilitation is not achieved, or if progressive discipline is not successful, termination of employment may result. Specific responses open to Theatre X will vary depending on the individual circumstances, and this policy is not intended to be exhaustive of all possible responses.

Theatre X is committed to prevention of abuse of alcohol and drugs, and of use of illegal drugs. Accordingly, Theatre X will make available educational materials, and will encourage employees to seek appropriate assistance for any drug or alcohol problem.

**Policy Revision from Theatre X, dated                      March 27, 2001**

The legal aspects of alcohol and drug use are governed by legislation and are subject to change. For definitive rules on employment standards and legal aspects of alcohol and drug use, consult a labour lawyer or human resources specialist and refer them to the Ontario Ministry of Labour ([www.labour.gov.on.ca](http://www.labour.gov.on.ca)).

