



**THE LAKE OF BAYS SAILING CLUB INC.
Drug & Alcohol Free Workplace Policy**

This policy applies to all employees and volunteers as well as any other individuals representing The Lake of Bays Sailing Club Inc. (“LBSC”). While individuals are participating in sailing activities, this policy also applies to sailing participants and all individuals giving leadership to sailing based activities, indoor or outdoor.

Policy Statement

LBSC prides itself on a high level of safety in all aspects of club operations. All individuals play a role in ensuring a safe environment and employees and volunteers are responsible for leading safety practices in the club. Alcohol and drug use that impairs the ability of employees or volunteers to perform their jobs, including jeopardizing their safety and the safety of other employees, volunteers, participants and the general public, is prohibited.

The club recognizes that alcohol and drug abuse are illnesses, which can respond to therapy and treatment. The club is committed to safety, health and wellness and will assist individuals in obtaining treatment for such illnesses if required when addiction is disclosed.

Violation of Policy

The following is prohibited while on club premises, while operating a vehicle (either owned by the club or used for club business) and anytime representing the club at functions, events, or competitions:

- Possession, consuming, or being under the influence of alcohol or legalized drugs
- The presence in the body, possession, use, distribution, dispensation, sale or manufacture of illicit or illegal drugs
- Using prescribed or over-the-counter medications irresponsibly. The intentional misuse of medications (e.g. using medication other than as prescribed or combining medication and alcohol against direction)

Being under the influence of any substance, including but not limited to alcohol, legalized marijuana, illegal or illicit drugs, when reporting to any club related activity is prohibited.

Responsibilities

Board and Representatives

- Communicate this policy to all employees and volunteers of the club.
- Deal promptly with an actual or perceived alcohol or drug problem.
- If an individual arrives at the workplace appearing to be impaired as a result of alcohol or drug use, the club will make all reasonable efforts to ensure that they return home safely.





- In so far as it is reasonable, protect the confidentiality and privacy of an individual taking steps to deal with an alcohol or drug dependency problem.
- The club will make all reasonable efforts to ensure attendees at club sponsored functions (where alcohol is served) return home safely.
- Attend any training and awareness programs as directed by the club.
- Monitor individuals for fitness for work, including documenting evidence of alcohol or drug use and/or impairment.
- Take immediate action to remove from the job an individual appearing to be impaired. Impairment is to be judged by a supervisor on the behaviour or performance of an individual that suggests consumption or impairment by alcohol or drugs.

Employees and Volunteers

- Read and understand this policy; perform job in a safe manner in accordance with this policy.
- Report any possible impairment of other individuals who are suspected of being in violation of this policy to their supervisor.
- Cooperate fully during investigations related to this policy.
- Seek counseling and accept the necessary treatment as prescribed for an emerging alcohol or drug problem before the problem adversely affects performance.
- Follow any recommended monitoring or follow-up program as part of rehabilitation from an alcohol or drug dependency.

Confidentiality

Any medical information regarding an individual's alcohol or drug use will be handled in a confidential manner. Such information will be shared only among the appropriate Board members as required to effectively deal with the situation. Medical information will not be disclosed by the club, except with written consent; as required by law; or where the club determines that there is a serious risk to the health or safety of the employee or others.

Failure to Comply with Policy

The consequences for violation of this policy will depend on the facts of each case. Some of the factors that will be considered include the nature of the violation; the existence of prior violations; the response to prior treatment or corrective programs; and the seriousness of the violation.

Failure of an individual to report another when suspicions of a violation of this policy are reasonably warranted will also have consequences subjected to the facts of each case.

No individual with an alcohol or drug dependency will be disciplined or terminated for requesting help in overcoming a problem or because of involvement in a treatment or rehabilitation program. However, an individual with a substance dependency is expected to seek treatment prior to violating this policy or





putting their safety and the safety of others in jeopardy. Accordingly, if this policy is violated, appropriate disciplinary action will be taken, including but not necessarily limited to a warning or reprimand, suspension, corrective action agreement or termination for cause.

Related Policies

Whistle Blower Policy

Privacy Policy

Health and Safety Policy

Reviewed and Approved by

The Board of Directors

June 6, 2022

