

# Workplace alcohol and drug policy

## Montgomery Power Management Inc.

<b>Mission statement</b>
Montgomery Power Management Inc. : <ul style="list-style-type: none"><li>• is committed to providing employees with a safe, healthy and supportive environment in which to work</li><li>• recognises that the safety, health and wellbeing of our employees is important</li><li>• will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.</li></ul>
<b>Objectives and strategies</b>
Montgomery Power Management Inc. respects the right of employees to consume alcohol and other drugs and will: <ul style="list-style-type: none"><li>• Comply with requirements as set out on customer sites and Alberta Occupational Health and Safety</li><li>• assist employees to reduce their harmful behaviour, and lifestyle-related alcohol and drug consumption.</li></ul>
<b>Scope</b>
<ul style="list-style-type: none"><li>• This policy applies to all employees at Montgomery Power Management Inc. , or those representing Montgomery Power Management Inc. .</li><li>• Alcohol and other drugs shall not be consumed on the organisation’s premises, in work vehicles, or at any time as paid employees of the organisation, or as a representative of the organisation (see ‘Social events’ for exceptions to these circumstances).</li><li>• Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, a supervisor must be notified. This is especially important when workplace safety is at risk, such as when driving, working at heights or operating heavy machinery.</li><li>• No alcohol or other drugs are to be consumed at any time prior to commencing work or on break times, if this may impair the employee’s ability to perform their required duties.</li><li>• Montgomery Power Management Inc. has a responsibility to identify and act on all workplace factors that may influence an employee using alcohol or drugs as a support, and implement a hazard management process to eliminate or control these risks.</li><li>• Any employee identified as having an alcohol or drug-related issue that is impinging on their ability to perform their duties:<ul style="list-style-type: none"><li>• will be treated with respect</li><li>• can expect and will be afforded complete confidentiality</li><li>• can be assured that this incident will not be cause for discrimination in the future, with regards to their future employment or potential promotion.</li></ul></li></ul>
<b>Support and treatment services</b>
<ul style="list-style-type: none"><li>• Montgomery Power Management Inc. will provide information and training about the effects of alcohol and drug use on personal workplace health and safety.</li><li>• Early intervention services will be offered to employees.</li><li>• Information about support and treatment services provided to an individual will remain confidential.</li></ul>
<b>Alcohol and drug testing</b>
<ul style="list-style-type: none"><li>• Alcohol and drug testing will be performed for all new hires or as applicable to allow customer site access</li><li>• In the case of a positive result, employees will be given one chance for a retest to eliminate the possibility of false positives.</li><li>• All employees have a legal right to refuse to be tested.</li></ul>
<b>Social events</b>
<ul style="list-style-type: none"><li>• Responsible social events may be held in this workplace. This may include events such as Christmas parties</li></ul>

and other events of significance to the organisation. At these events:

- it is expected that all individuals act safely and responsibly
- non-alcoholic drinks will be provided
- healthy food will be provided
- alternative transport arrangements will be provided
- Where children under 18 are present at a workplace social event:
  - Children under 18 will not be supplied with alcohol

### Compliance measures

- All managers, employees and other persons representing Montgomery Power Management Inc. are expected to comply with the requirements of this policy.
- Managers and supervisors are responsible for encouraging compliance with this policy.
- All employees are responsible for ensuring visitors comply with this policy.
- This policy forms part of the conditions under which contractors agree to work in Montgomery Power Management Inc. 's worksite/s.
- Any individual who is adversely affected by alcohol or drugs will not be allowed to work until they are fit to do so. Suitable transport will be arranged to the person's home at the expense of the { individual/ organisation}. If an employee affected by alcohol or drugs is sent home, they will not be paid for lost time. Disciplinary action may be taken on return to work. Support will be offered and available in the meantime.

### Expectations

All employees are expected to:

- participate in the implementation of this policy
- comply with the requirements of this policy.

All managers are expected to:

- inform those entering the worksite of this policy
- identify and alter conditions in their work environment that contribute to excessive alcohol and drug use, for example, high levels of stress in the workplace, or increased access to alcohol.

### Communication

Montgomery Power Management Inc. will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute to and provide feedback to this policy
- employees are notified of any changes to this policy.

### Monitoring and review

Montgomery Power Management Inc. will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from employees, working group and management
- review of the policy by management and committee to determine if objectives have been met
- level of employee engagement
- the number of workplace incidents involving alcohol or other drugs
- the role of alcohol and other drugs in workplace accidents and incidents.

Safety Coordinator:

President:

Signature:

Signature:

Date:

Date:

