

## Policy \_\_\_\_\_

Subject: **Employee Alcohol and Drug Use**

Effective: August 1, 2009

**1.0 Preamble:** Sussex Golf & Curling Club is committed to the health and safety of its employees, members and guests. To this end, the Club makes every reasonable effort to minimize the risks associated with workplace operations. Sussex Golf & Curling Club recognizes that some employees do participate in golf, curling or social functions at the Club while off-duty. It is also understood that despite being off-duty, those employees are still basically regarded as employees and it is difficult for members to differentiate between off-duty and on-duty.

**2.0** The consumption of alcohol and the illicit use of drugs by all employees on Club property while on duty is strictly prohibited. Similarly, reporting for duty with faculties impaired by alcohol or drug use will not be tolerated.

**3.0** Failure to comply with item 2.0 will result in immediate disciplinary ramifications.

First incident: Employee will immediately be sent/taken home for the day and pay will be withheld. Meeting with General Manager and Department head, a plan set in place, and a warning with details of incident placed in personnel file.

Second incident: Employee will immediately be sent/taken home for the day and pay will be withheld. Meeting with General Manager and Department head, suggestions for available assistance programs provided, and a second warning with details of incident placed in personnel file.

Third incident: Employee will immediately be sent/taken home, and will be suspended for one month without pay. Before returning to work, employee must participate in a substance abuse counseling program.

Further incidents: Will result in termination of employment.

**4.0** At no time is a Club employee to be inebriated on Club property, whether under the influence of alcohol purchased from the Club or elsewhere. Reports of off-duty employee inebriation on Club property will be investigated by the General Manager and will result in appropriate documentation to the employee's file. A progressive disciplinary procedure will ensue.

**5.0** Volunteers who tend bar will be subject to the same expectations as paid employees while on duty. Failure to comply with these expectations will result in the kindly relief from their volunteer duties.

**6.0 Administration of the Policy:** The Employee Alcohol and Drug Use Policy shall be administered by the General Manager.

**7.0** This policy will be reviewed annually by the Board of Directors, with consideration given to any changes required to keep it relevant and current.