

DRUG AND ALCOHOL POLICY FOR GOLF QUÉBEC'S HUMAN RESOURCES



This is a translation of the original French document. In case of divergence of interpretation, the French text shall prevail over the English text.

INTENTION

The Québec Golf Federation ("Golf Québec") recognizes that drugs and Alcohol can pose a threat to its values and objectives. Accordingly, this Policy (the "**Policy**") outlines Golf Québec's expectations of its Human Resources regarding the use of drugs and Alcohol on its Activity venues:

- The use of illicit drugs and Cannabis is always strictly prohibited while performing their duties.
- The use of Medication is authorized, provided the person remains Fit for Work.
- The moderate use of Alcohol is permitted during occasional Social Events, as long as the person remains Fit for Work.

DEFINITIONS

- "**Fit for work**" refers to the capacity to execute safely and in a competent manner any assigned duties without limitation or impairment due to the use of illegal drugs, alcohol, cannabis, or medication, or to the side effects of their consumption, in order not to compromise anyone's safety and health nor the environment or any property.
- "**Activity Venue**" refers to any location where Golf Québec sanctioned activities and events are held, whether at its offices or off-site.
- "**Alcohol**" refers to any beverage that contains a percentage of alcohol.
- "**Cannabis**" refers to fresh or dried cannabis and its derivative products, the use, possession, or purchase of which are described in the Act Respecting Cannabis, in Québec, and the production, sale, or transfer of which are described in the Cannabis Act (CA 2018, c. 16), in Canada.
- "**Human Resources**" refers to all Golf Québec staff members and volunteers.
- "**Impairment**" refers to the physical or mental state of a person who is under the influence of alcohol or drugs, whether the substance is legal or not. Said impairment may be expressed through glassy or red eyes, unsteady gait, slurring, poor coordination, or any other kind of atypical behaviour, but not limited to it.
- "**Medication**" refers to any substance prescribed by an attending physician for personal use, including cannabis prescribed for medicinal use and other over-the-counter remedies acquired legally.
- "**Staff Member**" refers to any person in an employment relationship (full-time, part-time, or occasional) with Golf Québec, as well as any contractual employee working on behalf of Golf Québec.
- "**Social Events**" refers to any celebration or other social events organized by Golf Québec or its clients, partners, or sponsors.
- "**Volunteer**" refers to anyone who works on a volunteer basis for Golf Québec.

SCOPE

This Policy applies to all Human Resources as follows:

- During working hours, including during breaks.
- As part of business conducted for or duties performed on behalf of Golf Québec, including when travelling for work on behalf of Golf Québec.
- When present on any Golf Québec Activity Venue.
- While driving a Golf Québec vehicle (whether it is owned, rented, or lent to Golf Québec).
- While representing Golf Québec, on any given occasion, or when a situation could have an impact on the reputation or interests of Golf Québec.

GUIDELINES

Human Resources must comply with all requirements governing the possession and use of Cannabis. The applicable regulatory requirements are those prescribed by the following laws, as amended from time to time and without limitation:

- Act Respecting Occupational Health and Safety.
- Tobacco Control Act in Québec or its equivalent in other jurisdictions.
- Cannabis Regulation Act in Québec or its equivalent in other jurisdictions.
- Cannabis Act in effect in Canada (CA 2018, c. 16).
- Charter of human rights and freedoms.

This Policy shall be interpreted to comply with all applicable laws, namely those referred to above.

DUTIES

Golf Québec:

- Communicate this Policy to all Human Resources.
- Provide training on this Policy to Human Resources, including information on the use of illicit drugs, Cannabis, Alcohol, or Medication.
- Offer support to any Staff Member who voluntarily requests help in dealing with their dependence on or abuse of illicit drugs, Alcohol or Cannabis, or their addiction to Medication.
- Relieve any Human Resources of his or her duties if there is a reasonable presumption that he or she is not Fit for Work.
- Take the necessary steps to investigate any suspected violation of this Policy.

Human Resources:

- Read this Policy and agree to abide by it.
- Always be Fit for Work when performing their duties.
- Commit to the safe and responsible use of any prescription Medication.
- Use good judgment when consuming Alcohol in moderation at Social Events.
- Do not use illegal drugs or Cannabis during Social Events.

- Report any violation of this Policy to the Executive Director or an appropriate Golf Québec representative as soon as possible.

VOLUNTARY DISCLOSURE

- If a Human Resources individual is required to take a Medication that could adversely affect his or her job performance or ability to perform his or her job duties, the individual must notify the Executive Director as soon as possible and before the treatment begins, if possible. Golf Québec may require documentation from a licensed physician to confirm the individual's ability to perform the duties of his or her position, to assess any limitations associated with the Medication, or to justify the appropriate transfer of the individual to another position or responsibilities, as needed.
- Golf Québec acknowledges that dependence on drugs (illicit drugs, Cannabis, or Medication) or Alcohol is a handicap as described in the Charter of Human Rights and Freedoms. Human Resources individuals suffering from a dependency or substance abuse problem are encouraged to seek help.
- A Human Resources individual who reveals that he or she has a dependency, addiction, or abuse problem may be subject to certain conditions or a return-to-work protocol that will be developed on a case-by-case basis by the Executive Director.

STAFF MEMBER ASSISTANCE PROGRAM

Golf Québec provides a Staff Member Assistance Program as a benefit to assist Staff Members with individual, family, or work-related problems, including those related to addiction, dependency, or substance abuse. Staff Members (and their dependents) can get help by telephone, in person, online, and through a variety of health and wellness resources offered by the Staff Member Assistance Program.

CONSEQUENCES OF NON-COMPLIANCE WITH THE POLICY

Investigation

- Golf Québec will investigate any situation involving non-compliance with the Policy.
- A Staff Member whose conduct is under investigation may be suspended, with or without pay, during the investigation and removed from Golf Québec activities.
- A Volunteer, who is under investigation, may be relieved of his or her responsibilities during the investigation and warned to stay away from Golf Québec activities.

Corrective and disciplinary measures

- Following the investigation, the Executive Director will take the necessary measures, if any.
- Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment or removal from volunteer work.

CONFIDENTIALITY

Golf Québec treats all personal information related to this Policy as confidential and does not disclose any information unless such disclosure is deemed necessary to protect Human Resources or any other person, to investigate a complaint or incident, to take corrective action, as well as to assess and develop an accommodation plan in accordance with applicable law.

COMMITMENT

Golf Québec

- Protect the safety, health, and well-being of all its Human Resources, visitors, and participants in Golf Québec activities, especially children and young participants.
- Treat all cases with respect, kindness, and confidentiality.
- Provide support to those who request it.

Human Resources

- Understand that the Policy may be reviewed and modified at any time, as required, and keep up-to-date on possible changes.
- Understand that failure to comply with the Policy may result in disciplinary action, up to and including termination for just cause or dismissal from volunteer work.
- Sign a commitment form provided by Golf Québec at the beginning of each new year of activity.

For more information about this Policy, please contact the Golf Québec Executive Director.