EMPLOYEE & VOLUNTEER DRUG AND ALCOHOL POLICY

Golf Ontario's Commitment

The Golf Association of Ontario, operating as Golf Ontario (" **Golf Ontario**") is committed to protecting the safety, health, and well-being of all Employees, Volunteers, visitors and participants in Golf Ontario activities, especially its child and youth participants.

Purpose

This policy (the "**Policy**") sets out the expectations of Golf Ontario Personnel regarding the use of Drugs and Alcohol at Golf Ontario Locations and when carrying out Golf Ontario duties.

Policy

Golf Ontario recognizes that the use of Drugs and Alcohol may pose threats to our goals and values. Therefore, Golf Ontario Personnel are strictly forbidden from the use of Alcohol, Cannabis and/or Illegal Drugs at all times while carrying out their employment and volunteer functions, except that:

- Medication use is permitted, provided that Golf Ontario Personnel remain Fit for Work; and
- Moderate use of legal controlled substances are permitted at some Social Events, provided that Golf Ontario Personnel remain Fit for Work.

Definitions

- "**Alcohol**" means any beverage that may be legally sold and consumed, that has an alcoholic content in excess of 1.1% by volume.
- "**Employee**" means anyone in an employment relationship (full-time, part-time or casual), as well as any dependent or independent contractors with Golf Ontario.
- "**Fit for Work**" means the ability to safely and competently perform assigned duties without any limitations or impairment due to the use or after-effects of Illegal Drugs, Alcohol, Cannabis or Medication in a manner that does not compromise or threaten personal safety or health, the environment, or property.
- "**Golf Ontario Location**" means all places where Golf Ontario's business and activities are conducted, including, any place where Golf Ontario-related activities or events occur away from Golf Ontario's offices or other premises.
- "**Golf Ontario Personnel**" means Employees and Volunteers and "Golf Ontario Person" means any Employee, or Volunteer.
- "**Illegal Drugs**" means any drugs which has not been legally obtained or is not legally obtainable in Ontario and whose use, sale, possession, purchase or transfer is restricted or prohibited by law, including but not limited to medication obtained without a valid prescription.
- "**Impairment**" means a state of being under the influence of alcohol or drugs, whether legal or illegal. Signs of impairment may include glassy or red eyes, unsteady gait, slurring of speech and/or poor coordination or other atypical behaviour.
- "**Cannabis**" includes a variety of cannabis products – herbal material, cannabis oil, concentrated extracts, edibles, tinctures and creams – produced and used for their physical and cognitive effects. Cannabis is the second most commonly used substance in Canada, after alcohol. On October 17, 2018 Canada legalized and began to regulate the sale and use of cannabis and cannabis products. (source: www.ccsa.ca/canabis)

- "**Medication**" means any substance prescribed for individual consumption by a licensed medical practitioner, including but not limited to medically-prescribed Cannabis and any legally obtained over- the-counter remedies.
- "**Social Events**" are special celebrations, receptions or social activities hosted by Golf Ontario or Golf Ontario clients, industry and business associates, or sponsors.
- "**Volunteer**" Is any individual who is a member of the board of directors, a committee or advisory team of Golf Ontario and others who volunteer at Golf Ontario events or otherwise provide services on behalf of Golf Ontario.
- To clarify, for the purposes of this Policy, Volunteers provided by host clubs are subject to this Policy when engaged in Golf Ontario events. This Policy and other expectations will be communicated to host club Volunteers during their orientation.

Application

This Policy applies to all Golf Ontario Personnel, as follows:

- during work hours, including work breaks;
- while conducting business or otherwise performing duties for Golf Ontario, including travelling for work purposes;
- while at a Golf Ontario Location;
- while operating a Golf Ontario vehicle (owned, rented, leased or loaned); and
- whenever representing Golf Ontario or where there is a potential impact on Golf Ontario's reputation or interests.

Guidelines

Subject to limited exceptions for medically-prescribed cannabis, legislation prohibits the consumption of cannabis in the workplace. Golf Ontario Personnel must abide by all applicable statutory requirements, including those that pertain to the possession and use of cannabis.

Applicable statutory requirements, as amended from time to time, include under the:

- Occupational Health and Safety Act
- Smoke Free Ontario Act, 2017 or similar legislation in other jurisdictions
- Human Rights Code
- Ontario Cannabis Act, 2017 or similar legislation in other jurisdictions
- Access to Cannabis for Medical Purposes Regulations

This Policy will be interpreted so as to be in compliance with all applicable laws, including the above-noted acts.

Responsibilities

Golf Ontario will:

- communicate this Policy to all Golf Ontario Personnel;
- provide education regarding this Policy, including information about the use of Illegal Drugs, Cannabis, Alcohol, or Medication, to Golf Ontario Personnel;
- ensure safe transportation for Golf Ontario Personnel at Social Events where Alcohol is being served;
- offer support to any Golf Ontario Person who voluntarily seeks assistance for Illegal Drugs, Cannabis or Alcohol dependency or abuse, or addiction to Medication;

- relieve or remove from duty any Golf Ontario Person if they have reasonable grounds to suspect that individual is not Fit for Work; and
- take steps to investigate any possible violation of this Policy.

Golf Ontario Personnel will:

- read, understand and comply with this Policy;
- be Fit for Work at all times while carrying out their duties, including while driving;
- use medically-prescribed Cannabis and other prescription and over-the-counter medications safely and responsibly;
- exercise good judgment in consuming Alcohol and/or Cannabis during Social Events;
- be free of Illegal Drugs during Social Events;
- report any violations of this Policy to the Human Resources Department or a senior Golf Ontario Person as soon as possible; and
- understand that they may be subject to disciplinary action.

Voluntary Disclosure

- If a Golf Ontario Person is required to take Medication that could impair their job performance or ability to carry out their duties, they must inform the Human Resources Department as soon possible and prior to the commencement of the Medication, if possible. Golf Ontario may request documentation, from a licensed physician, to confirm the individual's ability to perform the duties of their position, to assess any related limitations and to substantiate any alternate job functions or responsibilities, as applicable and appropriate.
- Golf Ontario recognizes that drugs (Illegal Drugs or Medication) Cannabis and/or Alcohol dependency is an illness. Golf Ontario Personnel suffering from a dependency or abuse problem are encouraged to seek assistance.
- Golf Ontario Personnel who disclose that they have a dependency, addiction or abuse problem may be subject to certain conditions or return to work protocols, which will be developed on a case by case basis through the Human Resources Department.

Health Support Service

Golf Ontario provides a Health Support Service as a paid benefit to assist Employees with personal, family, and work issues, including those related to dependency, addiction or abuse.
Employees can receive support over the telephone, in person, online and through a variety of issue-based health and wellness resources through the Health Support Service.

Consequences of Policy Violation

Investigation

- In all situations involving a suspected Policy violation, an investigation will be conducted by Golf Ontario.
- An Employee whose conduct is at issue may be suspended, with or without pay, during the investigation and removed from the Golf Ontario Location.
- A Volunteer whose conduct is at issue may be relieved of his or her responsibilities during the investigation and asked to stay away from Golf Ontario Locations.

Disciplinary and Corrective Measures

- Based on the findings of the investigation, the Human Resources Department will decide whether this Policy has been violated and what steps, if any, will be taken as a result.
- Golf Ontario Personnel found in violation of this Policy may be subject to disciplinary action, up to and including termination of employment or voluntary service. Where applicable, Golf Ontario may also take legal action in accordance with the law.

Confidentiality

Golf Ontario will handle all personal information related to this Policy in a confidential manner, and not make any disclosure of such information unless the disclosure is necessary for protecting Golf Ontario Personnel or others, investigating a complaint or incident, taking corrective action, assessing and developing an accommodation plan, or otherwise required by law.

Acknowledgement

I acknowledge that I have received a copy of Golf Ontario's Drug and Alcohol Policy (the "**Policy**"). I agree to read and familiarize myself with the information in the Policy. Furthermore, I agree to follow and abide by all of the rules that the Policy contains and will ensure that Golf Ontario Personnel working under my direction are aware of this Policy.

I further understand that the Policy shall be continually evaluated and may be amended or modified as may be required from time to time.

I further understand that my failure to comply with the Policy may result in disciplinary action, up to and including the immediate termination of my employment for just cause for an Employee or immediate discharge from responsibilities for a Volunteer.

Date: _____

Name(print): _____

Signature: _____

Should you have any questions regarding this Policy,
please communicate with the Human Resources Department.