

PA-007 Drug and Alcohol Policy

This policy is to outline the approach that the Pinnguaq Association will use in regards to drug and alcohol use in the workplace and during work related events. For the policy regarding addictions and mental health, please refer to PA- 006 Mental Health Policy.

The Pinnguaq Association recognizes that there is frequently a culture of drinking and drug use among tech companies, and that this culture can be alienating to employees who are abstinent due to personal or religious reasons. It is also a fact that alcohol and drug abuse can be unhealthy and detrimental to workplace productivity. It is with this in mind that the Pinnguaq Association will follow these guidelines:

Alcohol should not be kept around the office.

Some offices keep a liquor cabinet or bar available to their employees. The Pinnguaq Association will not follow this practise nor will alcohol consumption be allowed on the premises.

In the event where employees of the Pinnguaq Association are involved in a shared office situation that keeps alcohol in the office space, the Pinnguaq Association will work to accommodate any staff who are uncomfortable with the scenario and advocate on their behalf. The Pinnguaq Association will not financially support the direct purchase of alcohol in a shared work space.

Alcohol shall not be expensed during company meals.

The Pinnguaq Association will not compensate employees for alcohol purchased at restaurants. If employees wish to purchase alcohol with their meal they must do so independently of the comped bill.

Company activities shall not be based around alcohol or drug consumption.

To ensure that all employees feel comfortable participating in company recreational activities, they shall not be based around drinking - for example, a pub crawl or beer pong would not be appropriate company activities. If an employee wishes to purchase alcohol at a company barbecue, bowling game or similar, they can do so at their own expense.

Employees will try to avoid glamorous talk about drinking or drugs.

Alcohol and drug stories can be triggering to people who have had addiction issues and alienating to people who do not participate in that sort of culture. With that in mind, employees are requested to limit any glamorizing stories or alcohol or drug use in the workplace. The

Pinnguaq Association does not intend to censor employees but to ask them to be sensitive to those who don't share their proclivities.