

Drug and Alcohol Policy	Policy Number: PA-407
Last Reviewed: 2019/09/01	Next Review: 2020/09/01

Purpose: 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- 009 Mental Health Policy.

Policy Statement: 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 abstain from alcohol and/or drug use for any reason. 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:

Procedures:

1. **Pinnguaq workplaces are alcohol and drug free.**
 - 1.1. Alcohol and drug use is prohibited in any Pinnguaq Association workplace or in any premises where Pinnguaq Association programming is being delivered..
 - 1.2. 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.
2. **Alcohol shall not be expensed during company meals.**
 - 2.1. 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 expensed bill.
3. **Company activities shall not be based around alcohol or drug consumption.**
 - 3.1. To ensure that all employees feel welcome and comfortable participating in company recreational activities, to the extent possible, all official company activities and events will be alcohol and drug free.

4. **Employees will try to avoid glamorous talk about drinking or drugs.**
 - 4.1. 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 attitudes related to drugs and alcohol.

5. **A zero alcohol and drug expectation is in place for employees who travel for work (during work hours/work obligations).**
 - 5.1. Employees travelling for work related purposes must adhere to a zero-alcohol and drug expectation during work hours as well as leading up to and during other work obligations. Employees may consume alcohol after work hours in their own personal time. Employees are encouraged to drink responsibly, especially when working in remote and rural areas, as their words and actions can be associated and reflected upon Pinnguaq Association. Employees should not wear Pinnguaq clothing, or uniform while engaging in alcohol or drug consumption.
 - 5.2. It is very important to recognize that many communities in which Pinnguaq Association programming is delivered limit, restrict or prohibit alcohol importation and consumption. All employees are expected to determine in advance of travel any community-specific restrictions and to abide by them while working in a given community.

6. **Employees who have a prescription for cannabis are encouraged to disclose their use of medicinal cannabis to allow Pinnguaq to accommodate.**
 - 6.1. Employees who use cannabis for medical purposes should disclose to the Executive Director, or Human Resource Manager for accommodations to be made. The use of medical cannabis does not entitle an employee to the following:
 - to be impaired at work;
 - to compromise his or her safety, or the safety of others;
 - to smoke in the workplace
 - Pinnguaq is, however, required to attempt to find suitable workplace accommodations for disabled employees who have a prescription for medical



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marijuana use, just as would be required for any other disabled employee with a medical drug prescription.