

## Drug & Alcohol Policy

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### Policy Statement

Cycling Southland has a responsibility to ensure staff and club members have a safe and healthy environment to work, train and compete.

### Purpose

To ensure that Cycling Southland staff can work in an environment free of alcohol and drug use or abuse.

To outline the company's expectations and requirements for creating and maintaining an alcohol and drug-free work environment, and for dealing with substance abuse in the workplace.

To provide an opportunity for staff members with a substance use problem to get well rather than provide grounds to terminate the employment.

### Scope

This policy applies, at the workplace, to all staff members of Cycling Southland and also includes club members, volunteers, visitors and subcontractors inside and outside of normal scheduled working hours.

All individuals working at Cycling Southland are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other staff, the wellbeing of our staff families, and the ability to accomplish the goal of an alcohol and drug free work environment. There is zero tolerance for staff who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on company property.

### Responsibilities

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It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise the General Manager who will remove any staff member who is suspected of breaching this policy from company premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

### Procedures

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Here is some guidance on how to administer this policy; however, not every situation can be predicted.

If a staff member, visitor or contractor arrives at the workplace, (on company property) and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the General Manager must be contacted and they shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove them from the work environment.

Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.

Staff who are prescribed medication are expected to ask their doctor if the medication will have any potentially negative effect on job performance. They are required to report to the General Manager if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or

temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.

If a staff member or contractor believes an employee in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify the club president.

In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any staff member not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

If an employee is attending a social event at which alcohol is being served, it is accepted that they are allowed to consume as long as it does not breach any laws of the land or any conduct and behaviour policies that Cycling Southland has.

A professional level of behaviour is expected at all times when employees are consuming alcohol.