



POLICY

POLICY: **A-5**
SUBJECT: **DRUG AND ALCOHOL ABUSE**
EFFECTIVE: **NOVEMBER 30, 2023**
SUPERCEDES: **JANUARY 1, 2022**

POLICY

City Cruises Canada is committed to providing crew members and guests with a safe, secure, and respectful environment to work and visit. Drug and alcohol abuse by crew members adversely affects the service and the safety of our guests and crew.

Crew members are expected to be free from any substance, whether legal (including recreational cannabis) or illegal, that can negatively affect job performance or risk the health and safety of crew and guests, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorizes the crew member to report to work.

1.0 DEFINITIONS

- 1.1 "Under the influence" of alcohol is defined as: behaviour, appearance, speech, or bodily odours that lead to reasonable suspicion that a crew member is impaired by alcohol or that the crew member is using alcohol while on company time or company property.
- 1.2 "Under the influence" of drugs is defined as: behaviour, appearance, speech, or bodily odours that lead to reasonable suspicion that a crew member is impaired by drugs or that the crew member is using drugs while on company time or company property.
- 1.3 The term "alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, methyl alcohol, isopropyl alcohol, and includes distilled spirits, wine, beer, malt beverages and intoxicating liquor.
- 1.4 The term "drugs" is defined as illegal drugs or unauthorized consumption or quantities of legal medicines, inhalants, stimulants, hallucinogens, and other narcotic or non-narcotic drugs which have the effect of altering mood and/or impairing physical and/or mental function. Exception are controlled substances taken under the supervision of a licensed healthcare professional or as otherwise allowed by federal and/or provincial law.

1.5 The term 'drug paraphernalia' refers to any material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

2.0 RESTRICTIONS

2.1 Crew members are strictly prohibited from possessing, using, buying, selling, transferring, dispensing, manufacturing, transporting, or being under the influence of drugs and/or alcohol while on company time or property. These prohibitions also apply to drug-related paraphernalia.

2.2 Crew members may not use drugs and/or alcohol on their own time in a way that causes them to be under the influence while at work.

2.3 Crew members may not possess or use recreational cannabis in the workplace, report to work under the influence of recreational cannabis or report to work if they have used recreational cannabis in the preceding 24-hour period.

2.4 Crew members who work in a safety-sensitive position may not report to work under the influence of cannabis for medical or recreational purposes or report to work if they have used cannabis for medical or recreational purposes in the preceding 24-hour period.

2.5 Crew members with prior management approval are able to consume moderate amounts of alcoholic beverages at official functions such as receptions, banquets, or guest events. Crew member consumption must not impair the crew member's ability to perform his or her job functions.

2.6 This policy does not prohibit the use of prescription or over-the-counter (OTC) drugs, when taken in the standard prescribed dosage and/or in accordance with a physician's prescription, provided that such usage does not cause impairment or interfere with job duties and the prescription is current.

3.0 CORRECTIVE ACTION

3.1 In the event management has reasonable suspicion that a crew member is at work while under the influence, the manager will contact a Food & Beverage Manager or Supervisor or designate on duty to assist in assessing the crew member's degree of impairment for work and document this behaviour.

- 3.2 Arrangements will be made for the crew member to leave the workplace by taxi and will only be paid for actual time worked.
- 3.3 Progressive discipline will be issued starting at a written warning level.
- 3.4 For crew members in a safety-sensitive position, including but not limited to captain, mate, deckhand, general maintenance technician, safety services, culinary, and engineering positions, a zero-tolerance approach will be taken and the first violation of this policy may result in termination.
- 3.5 City Cruises will co-operate with law enforcement agencies, in connection with this policy and in the investigation of illegal conduct.

4.0 POST ACCIDENT DRUG AND ALCOHOL TESTING

- 4.1 Due to the safety-sensitive nature of City Cruises' work environment crew members in a safety-sensitive position, will be subject to post-accident drug and alcohol testing. Testing will be conducted as soon as reasonably practical after the accident has occurred. Drug testing will not be conducted when there is evidence that the act or omission of the crew member could not have contributed to the accident. (i.e. the accident is due to structural or mechanical failure.)

5.0 VOLUNTARY TREATMENT AND COUNSELLING

- 5.1 City Cruises encourages crew members who need assistance in dealing with alcohol and/or drug dependency problems to seek counselling through the private and public agencies that exist in our community and through our Employee Assistance Program (EAP).
- 5.2 Crew members may come forward to request treatment. Such requests or the requirement to receive such treatment will not excuse crew members from compliance with the Code of Conduct or meeting departmental or company performance expectations.
- 5.3 Requests for voluntary treatment and related matters will be kept confidential and only disclosed as determined by Human Resources or where required by law.
- 5.4 If management is approached by a crew member with regards to an alcohol or drug dependency problem, he/she should refer the crew member to Human Resources immediately.



CITY CRUISES CANADA POLICIES AND PROCEDURES

- 5.5** Participation in any rehabilitation program does not limit enforcement of this policy or the crew member's obligation to comply with it.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

Company Policy - A-5 Drug and Alcohol Abuse	Revision Date: November 30, 2023	Approved by: LM
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