

Task/Process: Alcohol and Drug Use Policy	Department: All theatres and head office
Prepared/Revised by: Yuliya Timurshina	Approved by: Mark Lavaway
Date issued: Mar. 18, 2016	Revised: Jun. 12, 2016

Ed Mirvish Enterprises Limited – Alcohol and Drug Use Policy

Purpose:

Ed Mirvish Enterprises Limited (EMEL) desires to provide a work environment that is both healthy and comfortable for all its employees. It is recognized that the use of alcohol or illegal drugs may have serious adverse effects on an employee’s health, safety, and job performance.

Scope:

The EMEL Alcohol and Drug Use Policy applies to all areas at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The Ed Mirvish Theatre – 244 Victoria St.
- The Panasonic Theatre – 651 Yonge St.
- Mirvish Productions/TicketKing – 284 King St. W.

Definitions:

“Illegal drugs” in this policy means inhalants and controlled substances, and includes medications, which contain a controlled substance, which are used for a purpose or by a person for which they were not prescribed or intended or otherwise used under the supervision of a licensed health care professional.

“Alcohol or Drug Abuse” means a disease in which a person’s use of any alcoholic beverage or drug interferes, or has the potential to interfere, with the individual’s health and/or job performance.

Procedure:

Employees are not permitted, nor may they permit other employees, to consume alcohol on EMEL property during working hours, unless authorized by their Director or the Executive Director. It is the responsibility of every employee to arrive at work fit for duty and to conduct himself or herself in a safe and lawful manner while on duty. It is the responsibility of all employees to ensure that the workplace is free from the adverse effects of the use of alcohol or illegal drugs, or the misuse of medication. Employees taking medication that may affect their work performance must report this information to the supervisor before beginning work. Employees, who become aware of conduct by another employee which is contrary to this policy, and that poses an immediate threat to the safety or health of any employee, the public, or damage to EMEL property, must inform the company.

On those occasions when EMEL sponsors an event during the course of business at which alcohol is available, invited employees are expected to exercise moderation and under no circumstances consume enough alcohol to become visibly impaired or to allow the level of blood alcohol to be above the limit for the operation of a motor vehicle. If an employee is under the influence of alcohol, he/she shall not operate a motor vehicle, nor perform work which may lead to injury.

If there is reason to believe that an employee’s job performance is being negatively affected by alcohol, drugs or illegal drugs, or that this policy is being breached in any way, EMEL is entitled to inquire as to the nature of the problem and to take appropriate remedial action.

If any illegal drugs are found on EMEL property, the person finding shall immediately notify the manager/supervisor. The possession, use, transfer or sale of illegal drugs during work hours or company events or on company property is prohibited and will result in disciplinary action up to and including termination.

It is the responsibility of every manager, supervisor and employee to promote and maintain an alcohol and drug-free workplace in the interests of health and safety. Supervisors and managers will enforce the Alcohol and Drug Use Policy and will be responsible for drug awareness communication and education. Upon each new hire, employees shall be provided with info about the Alcohol and Drug Use Policy. Issues and questions involving this policy should be presented to the Director of Human Resources and Labour Relations for consideration and determination.

Employee assistance:

EMEL will differentiate between behaviour that is properly characterised as relating to an illness or disability (for example, EMEL recognizes that substance abuse may constitute a disability), and behaviour that is not.

EMEL encourages employees to seek help. To assist employees in obtaining treatment the same benefits and insurance coverage that are provided for all other diseases will be available, subject to the terms of EMEL benefits and insurance plans. Confidentiality is assured.

Employees participating in an ongoing alcohol or drug abuse treatment program will be expected to meet existing job performance standards and establish work rules, as may be modified by any temporary work accommodation arrangement. Temporary modifications to work assignments to support an individual through a treatment program may include changes to the hours of work, the removal of certain tasks, or other arrangements that might be indicated and agreed to. No person with substance abuse problems will have either job security or promotional opportunities jeopardized for having requested diagnosis and treatment.

Disciplinary actions:

Any employee reporting for duty while their ability to work is affected by alcohol, drugs or other substances will not be permitted to remain on the premises and may be subject to disciplinary action. Employees who have either relapsed or have not been successful in the above-mentioned treatment program, despite workplace accommodation, may be terminated if there is a recurring impact in job performance and/or the work environment.

Nothing in this statement of policy is to be interpreted as constituting a waiver of management’s right to maintain discipline or the right to take disciplinary measures in the case of misconduct resulting from alcohol or drug abuse problems, up to and including termination.

Evaluation:

Management will evaluate the EMEL Alcohol and Drug Use Policy annually and monitor and ensure the ongoing compliance of staff.

Revisions:

Revision Made	Revision Made By	Date
Seamless removed from “Scope”	Mark Lavaway	Jun. 13, 2016

Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of HR and Labour Relations		
David Mucci Managing Director		