



HR-003
Alcohol Policy
Health & Safety
CREATION DATE - September 18, 2008
ELT APPROVAL DATE - January 3, 2011
LATEST REVIEW DATE - January 3, 2011
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## **ORGANIZATIONAL SCOPE**

This policy applies to all Michener employees.

## **PURPOSE**

Michener is committed to providing a safe, alcohol-free working environment for all employees.

## **POLICY STATEMENT**

The employees of Michener are our most valuable resource and, for that reason, their health and safety are of paramount concern. Michener will not tolerate any alcohol use which imperils the health and well-being of its employees.

Employees under the influence of alcohol on the job can pose serious safety and health risks both to themselves and their coworkers. To help ensure a safe, healthy workplace, Michener reserves the right to prohibit alcohol from being brought on to, or being present on Michener premises. Michener also prohibits any employee from reporting to work, or working with any level of alcohol which might affect the employee's ability to work safely.

It is expected that Michener employees always conduct themselves in accordance with the regulations set forth in the Michener's Professionalism Policy.

## **ASSOCIATED DOCUMENTATION**

Professionalism Policy  
Health & Safety Policy

## **POLICY**

Michener employees are strictly prohibited from the use of alcohol while on duty, or reporting to duty while under the influence of alcohol.

Michener will not organize and sponsor events that include the provision of alcoholic beverages.

If there is an exceptional circumstance whereby the serving of alcohol is specifically requested, express written approval of the Executive Leadership Team (ELT) will be required and ELT will ensure that any such events are professionally catered and controlled.

Failure to comply with this policy may result in disciplinary action.



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**REVISION HISTORY** – TO BE COMPLETED AT EVERY REVISION

**PLEASE NOTE** - To ensure accuracy, policies should only be housed in the following locations:

Internal – Y/Shareit/Michener Policies and Procedures

<http://my.michener.ca/policies/index.php>

This information is required for review as well as for each new version of this document.

DATE	REVIEWER	CHANGE(S) MADE	POLICY LOCATION(S) (COPIES OF ALL POLICES CANE B (i.e. internet, intranet, academic handbook)
03-Jan-11	R. Jackson, G. Nichol, E. Chua	Policy Revision	Y/Shareit/Policies and Procedures;