



Title:	Alcohol and Drug Policy (Canada)		
Policy #:	EMA-EMP-POL-008	Version #:	3
Effective Date:	August 2014	Reviewed / Revised Date:	January 2020
Supersedes:			
Accountable Executive(s):	R. Michael Roberts, CHRO		
Policy Administrator:	Human Resources		
Notifications:			
Link:	http://grid.emera.com/pp/cp/Pages/ema8alcoholdrugs.aspx		
Policy Review Schedule:	Annually unless statutory changes are required		
Adopted By:	Emera Inc. (the "Company")		
Summary of Changes:	Updated to recognize legalization of Cannabis in Canada Updated policy template		

1. Purpose (States the reason for the policy – what the policy is trying to accomplish and why it is important.)

The Company is dedicated to providing a safe, healthy and efficient work environment for its Employees and the public they serve. The Company recognizes that its Employees have the fundamental right to work in a safe environment and that the use of Alcohol and Drugs, including the after effects, can adversely affect job performance, work environments and the safety of its Employees and Contractors, as well as the safety of the general public.

The purpose of this Policy is:

- 1) To provide a safe workplace for all Employees and those whose safety may be affected by the conduct of Employees;
- 2) To ensure all Employees are treated fairly and confidentially, with dignity and respect;
- 3) To ensure that Employees perform their duties to the Company's safety standards, free of the adverse effects of the use of Alcohol and/or Drugs; and
- 4) To provide assistance to Employees dealing with Alcohol or Drug addiction, in accordance with the Alcohol and Drug Procedure.

2. Scope (Identifies to whom the policy applies and what it does and does not cover.)

This Policy applies to all Employees and Contractors while they are engaged in Company Business, on Company Premises or otherwise, attending Company Sponsored and/or Work-Related Social Events, or operating Company vehicles and equipment. All bargaining unit Employees should refer to their respective current collective bargaining agreements for other applicable terms and conditions.

All Contractors must adhere to the provisions of this Policy, specifically the Work Standards and testing requirements outlined in the *Statement of Expectations for Contractors*, with their employees, sub-contractors and agents. Any contravention of this Policy will be considered a breach of contract by the Contractor.

3. Definitions (Clarifies terms referred to in the policy.)

Alcohol means any substance that may be consumed and that has an alcoholic content in excess of 0.5 percent by volume.

Alcohol and Drug Procedure refers to the document used to ensure compliance with this Policy. The Procedure document outlines the roles and responsibilities of the various stakeholders, standards, testing procedures, prevention, assessment and treatment resources, and the consequences of Policy violation.

Cannabis also known as **marijuana** among other names is a psychoactive drug used for medical or recreational purposes.

Company means Emera Inc. and each of its affiliates and subsidiaries that have adopted the Policy.

Company Premises means all land, property, structures, vehicles and equipment whether owned, leased, operated or otherwise directly controlled by the Company.

Contractor means any person or legal entity that the Company has contracted with to perform a service, or to act as its representative. Any such entity may be a corporation, unincorporated organization, partnership, joint venture, association, individual, firm or trust. Contractor shall include Contractors, subcontractors and their respective employees.

Drug includes Cannabis, all Medication as defined herein and any drug, substance, chemical or agent the use or possession of which is unlawful in the country, province or state where the employee is working at the time.

Company Business means all activities of the Company undertaken in the course of operations, whether conducted on or off Company Premises.

Company Sponsored and/or Work-Related Social Event means an event sponsored or organized by the Company as well as any event which an Employee or Contractor attends on behalf of the Company or as a result of their employment/contract with the Company.

Employee means all employees of the Company. This includes, but is not limited to, full time, part time, casual, term, intermittent or occasional employees, and seconded employees.

Fit/Fitness for Work/Duty in the context of this Policy means being able to safely and acceptably perform assigned employment duties without impairment by Alcohol or Drugs and remaining fit for work during the entire shift.

Medication means Prescription Drugs, Non-Prescription Drugs and Medically Authorized Cannabis.

Medically Authorized Cannabis means Cannabis which legally requires a prescription and is prescribed by a Licensed Medical Practitioner in any country where Emera carries out business.

Non-Prescription Drug means a drug that is legal to use without a prescription and includes over the counter drugs.

Prescription Drug means a drug which legally requires a prescription and is prescribed by a Licensed Medical Practitioner in any country where Emera carries out business.

Policy means this Alcohol and Drug Policy.

Treatment Programs include Employee and Family Assistance Programs (EFAPs) and other support services offered through the Company, tailored to the needs of an Employee which may include education, counseling and residential care, offered to assist an individual to comply with this Policy and Alcohol and Drug Procedure.

4. Content (Describes the behaviours, standards, and/or principles the policy guides.)

To maintain its health and safety commitment to all stakeholders, including the public, the Company must take measures to ensure that its Employees and independent Contractors are Fit for Work and capable of productively and safely performing their duties. All Employees are expected to report to work in a condition Fit for Work and remain Fit for Work throughout their shift. Fitness requires being free from the adverse effects of substances that may affect performance, including Alcohol or Drugs.

The use, sale, purchase, distribution, transfer, or unlawful possession of Alcohol or Drugs by any Employee while on the Company's Premises, engaged in Company Business, or operating Company equipment, is strictly prohibited. The prohibition of Alcohol and Drugs is defined in more detail within the Alcohol and Drug Procedure and Statement of Expectations for Contractors.

Investigation and testing procedures as described in the Alcohol and Drug Procedure will be used in support of this Policy.

The Company recognizes that Alcohol or Drug dependency is an illness. The Company also recognizes Alcohol or Drug uses or abuses are potential health, safety, and security problems. Employees needing help in dealing with such dependency problems are encouraged to access the Company's Treatment Programs. More details are provided in the Alcohol and Drug Procedure.

The application of this Policy with regard to Company Sponsored and/or Work-Related Social Events is as follows:

Consumption of Cannabis is not permitted at Company Sponsored and/or Work-Related Social Events.

Events Outside of Normal Work Hours: Employees who attend a Company Sponsored and/or Work-Related Social Event outside their normal work hours who consume Alcohol are expected to drink responsibly and act appropriately, as they are seen as a representative of the Company.

Company Sponsored and/or Work-Related Social Events outside normal work hours where Alcohol is expected to be served must have the prior approval of a Vice President (VP) level or equivalent or more senior level or their designate. Such an event must be conducted in a way that places a priority on the safety and wellbeing of the individuals present and the community.

Events During Normal Work Hours: Employees must not use Alcohol at a Company Sponsored and/or Work-Related Social Event they attend during normal work hours without the prior approval of a VP level or equivalent or more senior level or their designate. In such cases and where approved, should the Employee consume Alcohol during what would otherwise be deemed to be their normal work hours, they are expected to drink responsibly and must not return to work following the Event.

General Guidelines for Events: Company Sponsored and/or Work-Related Social Events involving Alcohol are not permitted at Company workplaces except outside regular work hours and with advanced approval of a VP level or equivalent or more senior level or their designate.

For further information and to ensure Employees' safety and that of others at a Company Sponsored and/or Work-Related Social Event, Employees and Contractors should refer to the *Guidelines for Hosting Social Events* and the *Checklist for Planning/Hosting Social Events* within the Alcohol and Drug Procedure.

5. Accountabilities (Identifies the management-related responsibilities of the policy.)

Employee Responsibilities:

- To read, understand and comply with this Policy and the Alcohol and Drug Procedure
- To take responsibility to ensure their own safety and the safety of others
- To report to work and remain Fit for Duty for any and all scheduled work, complying with the Alcohol and Drug Procedure as part of their obligation to work in a safe manner
- To decline unscheduled work if not Fit for Duty; such a decline will not have disciplinary consequences unless the Employee is on call, stand by, or otherwise scheduled to work
- To follow appropriate treatment if deemed necessary
- To use Medications responsibly, be aware of potential side effects and notify their supervisor of any unsafe side effects where applicable

- To encourage their peers or co-workers to seek help when there is a potential breach or breach of Policy or Alcohol and Drug Procedure
- To cooperate with an investigation into a violation of this Policy, including any request to participate in a testing program permitted pursuant to best practices in Canada

Business Leader Responsibilities:

- To provide a safe workplace
- To actively support and encourage treatment programs and re-employment activities where applicable
- To ensure appropriate level approval for Alcohol consumption at the Company Sponsored or Work-Related Social Events
- To comply with applicable human rights legislation, including providing support to any Employee with an Alcohol and/or Drug addiction through structured Treatment Programs

Human Resources and Health & Wellness Responsibilities:

- To provide prevention programs that emphasize awareness, education and training with respect to the use of Alcohol or Drugs
- To provide supervisory training, awareness and guidance in dealing with the use of Alcohol or Drugs in the workplace and ensuring Employees are Fit for Work/Duty
- To provide testing for all Employees that is in compliance with best practices in Canada
- To use and retain all records related to testing and the testing process in a secure and confidential manner in accordance with health record privacy legislation where applicable
- To assist Employees in obtaining confidential assessment, referral, treatment, counselling and rehabilitative services

Supervisor Responsibilities:

- To understand and comply with this Policy and the Alcohol and Drug Procedure as part of their responsibilities to perform work in a safe and effective manner
- To be knowledgeable about and able to recognize the signs of the use of Alcohol or Drugs
- To take action on reported or suspected Alcohol or Drug use by Employees
- To communicate, implement and fairly and consistently apply this Policy and Alcohol and Drug Procedure
- To ensure that each Employee understands the content of this Policy and the Alcohol and Drug Procedure
- To take and/or assist in prompt and appropriate corrective action when necessary to ensure compliance with this Policy to provide Contractors with this Alcohol and Drug Policy and require its adherence to the Work Standards and Testing requirements as detailed in the Alcohol and Drug Procedure
- To ensure Contractors are provided with this Alcohol and Drug Policy and require Contractor adherence to Procedure Work Standards and Testing requirements
- To comply with applicable human rights legislation, including providing support to any Employee with an Alcohol or Drug addiction through structured Treatment Programs
- To support the Company and the Employee through individual Alcohol or Drug addiction Treatment Programs, including return-to-work

- To receive approval at the appropriate level for Alcohol consumption at Work-Related Social Events and ensure that the Social Event organizer follows the *Guidelines for Hosting Social Events* and the *Checklist for Planning/Hosting Social Events* which forms part of the Alcohol and Drug Procedure

Contractor Responsibilities:

- To provide a safe workplace
- To ensure their employees and/or resources are Fit for Work by complying with this Policy and the *Statement of Expectations for Contractors* while working on Company Business.

6. Consequences and Exceptions (Identifies the consequences of policy violation and how to handle exceptions.)

Disciplinary action up to and including termination may be taken against any Employee found to have violated this Policy.

In cases where a Substance Abuse Expert (SAE) has been consulted, the Employee will be expected to follow the SAE's treatment recommendations. Failure to do so may result in disciplinary action up to and including termination.

Immediate contract termination may result from a Policy, Procedure Work Rules and Testing requirements or *Statement of Expectations for Contractors* breach by a Contractor or its representative.

7. Inquiries (Identifies who to contact for more additional information about, concerns with, or suggested changes to a policy.)

Questions, concerns or any inquiries related to this Policy should be directed to Human Resources for investigation and follow up. The Company reserves the right, at its sole discretion, to review or change this Policy at any time, with or without notice, except as required by federal, state/provincial, local and all other applicable legislation (e.g., National Labor Relations Act; US Department of Transportation Regulations; federal and provincial Occupational Health and Safety Acts, and Human Rights legislation) and/or applicable Collective Agreements.