

POLICY STATEMENT AND REGULATIONS

Number: 800.5

GAMBLING or CONSUMPTION OF ALCOHOL ON MUNICIPAL PREMISES

GAMBLING

1. The District does not permit gambling, in any form, by employees during work time or on District property. For the purpose of this policy, work time includes District-paid work time, lunch periods, and other breaks. Any employee who engages in gambling will be subject to discipline.

CONSUMPTION OF ALCOHOL

2. This policy applies to all employees of the District which includes full-time staff, part-time staff and paid on-call firefighters.
3. The consumption of alcohol during working hours (including while being on call) is strictly forbidden.
4. The District does not condone any social function that has as a purpose or focus the over consumption of alcohol.
5. Each employee of the District is responsible for his or her own conduct. Nothing in this policy is to be taken as creating or imposing any liability at law, or in equity, upon the District for violation of this policy by any employee of the District.
6. Those who organize, serve, and consume alcohol on District premises and at Municipal functions must:
 - a. act in a responsible manner, with due regard to the safety of all concerned, and the maintenance of healthy lifestyles,
 - b. be aware that based upon recent court decisions, the organizer as well as the District could be held vicariously liable for injury or death caused by over-consumption of alcohol at such a function and must minimize the risk of such liability by understanding and following this policy and by exercising due diligence,
 - c. must comply with all legal requirements, all requirements of this policy, and any requirements established by the administrative head of unit having authority over the space within which the function is to be held,
 - d. inform themselves with respect to the *Serving It Right* program, the *Designated Driver* program, and a pamphlet entitled *Special Occasion Licences – Serving it Right* from Liquor Control Board Outlets.
7. This policy contemplates two categories that are relevant to the District and in which alcohol may be served as follows:
 - a. first, the District provides the volunteer firefighters with a recreation room to promote social activity and camaraderie. The District does not object to responsible consumption of alcohol during the firefighter's social activities provided that it is outside of working hours. At all times, volunteers and their guests are expected to assume responsibility for their actions and to limit their consumption of alcohol. Any person who becomes intoxicated on Fire Hall premises will be

responsible for the consequences. The ranking volunteer officer, or in the absence of a volunteer officer, the senior volunteer firefighter will be responsible for the conduct of the volunteers and guests taking part in the social activity. Should a volunteer or a guest appear to be impaired or who may have consumed sufficient alcohol to , then the responsible firefighter will take reasonable measures to see that the impaired individual consumes no more alcohol and does not drive a vehicle. Any person who violates this policy may be barred from the recreation room, disciplined, or dismissed from service.

- b. second, Council or employees of the District may wish to organize a staff function or hold a special occasion on District premises at which alcohol may be served or consumed. Council or the employee of the District who wishes to organize a function at which alcohol may be served or consumed on District premises (other than at one of the aforementioned recreation or staff rooms) must obtain a *Special Occasion Licence* in accordance with the *Liquor Control and Licensing Act*. That person shall be named as the licensee and shall be personally responsible for compliance with the terms of the *Special Occasion Licence* and all other alcohol-related matters related to the function, including the conduct of visitors and guests. The District's involvement shall be limited to the granting of permission to hold a licensed function on its premises. The serving or consumption of alcohol at unlicensed functions on District premises is illegal, and can lead to serious consequences.
8. Employees shall not operate a District vehicle, or a personal vehicle for District business:
- a. when any physical or mental impairment causes the employee to be unable to drive safely,
 - b. after consuming alcohol that may affect their ability to drive.

These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment or intoxication.

Adopted: November 10, 2014