

Alcohol and Drug Policy for Contractors

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Corporate Secretary

INTRODUCTION

The Calgary Airport Authority (the Authority) is responsible for providing a safe, trusted and healthy workplace as well as providing safe and reliable services. In this context, the Authority is concerned for the health, safety and productivity of the organization and recognizes that the performance of each individual working with the Authority directly affects the operations of the airport. The use of Illegal Drugs, Mood Altering Substances and the inappropriate use of Alcohol, recreational cannabis and Medications can adversely affect job performance, the work environment and the well-being of others.

This Policy sets out the core requirements and expectations for Contractors and their workers regarding alcohol and drug use and possession while they are providing services to the Authority.

SCOPE

This Policy applies to all the Authority's Contractors and their representatives at all times while engaged in Airport Business, working on Airport Premises, Operating Airport vehicles and equipment, and when on paid standby. See Appendix II for the definition of Contractor.

Responsibilities and key definitions are found in the appendices to this Policy, which form part of this Policy. This Policy is subject to ongoing review and evaluation and modifications will be made as necessary to respond to current and evolving needs.

RESPONSIBILITY

All Contractors of the Authority must have their own alcohol and drug policy as part of their agreement with the Authority, prior to commencing contract work that meets or exceeds the requirements of this Policy. Any violation of this Policy, including a failure to have an alcohol and drug policy that meets the requirements of this Policy, will be considered a breach of contract and will be dealt with according to the terms of the contract.

POLICY

To minimize the risk in the workplace arising from the use or after-effects of Alcohol, recreational cannabis, Mood Altering Substances, Illegal Drugs or Medications, Contractors are required to have an alcohol and drug policy that requires their workers to report Fit for Duty and remain Fit

Policy Category Compliance and Safety	Approved By Executive Leadership Team	Last review Date October 08, 2019	Page 1 of 7
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for Duty at all times while engaged in Airport Business, working on Airport Premises, operating Airport vehicles and equipment, and when on paid standby. In addition, the alcohol and drug policy of each Contractor is required to include standards that meet or exceed the standards set forth below.

STANDARDS

Prohibited Activities

Contractors are required to have policies in place that prohibited the following activities while Contractors and their workers are engaged in Airport Business, working on Airport Premises, operating Airport vehicles and equipment, and when on paid standby.

a) Illegal Drugs and Mood Altering Substances

- a) Use, possession, distribution, offering or sale of Illegal Drugs, or other Mood Altering Substances, and related Drug paraphernalia;
- b) Reporting to work or being at work while not Fit for Duty because of the use of Illegal Drugs or other Mood Altering Substances; and
- c) A positive Drug test result as determined through the Contractor's testing program.

b) Recreational Cannabis and Alcohol

- a) Consumption, possession, distribution, offering, or sale of recreational cannabis or beverage Alcohol;
- b) Reporting to work or being at work while not Fit for Duty because of the use of recreational cannabis and/or Alcohol;
- c) Consumption of any product containing recreational cannabis or Alcohol during the work day or shift, including during meals or other breaks;
- d) Reporting for work or returning to work on the same day after using recreational cannabis;
- e) Using or possessing recreational cannabis or beverage Alcohol when on the airfield restricted area;
- f) A positive Alcohol or cannabis test result as determined through the Contractor's testing program. An alcohol test result of 0.04 BAC will be considered a positive test.

c) Medications

Contractors are required to have a policy that requires responsible use of all medications by their workers, including those medications that are prescribed and over the counter in accordance with directions from their doctor, pharmacist or the manufacturer's instructions. Medications of concern are those that inhibit or may inhibit an individual's ability to perform their job safely and productively.

Contractors shall require that their workers investigate (through their doctor or pharmacist) whether a medication can affect safe operation by explaining their job functions and to take appropriate steps to minimize associated risk by using a safe alternative where available, or

Policy Category Compliance and Safety	Approved By Executive Leadership Team	Last review Date October 08, 2019	Page 2 of 7
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if there is no alternative, to notify their company of any need for modified work under the circumstances.

The alcohol and drug policy of each Contractor shall also be required to have terms to prohibit the following activities of their workers while engaged in Airport Business, working on Airport Premises, operating Airport vehicles and equipment, and when on paid standby:

- a) Being unfit for duty due to the use of a medication;
- b) The intentional misuse of medications (e.g. using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction);
- b) The possession of prescribed medications without a legally obtained prescription, and distribution, offering or sale of prescription medications (trafficking).

The Authority treats the use of cannabis for medical purposes like other medications as outlined in this section. The use of cannabis for medical purposes is not permitted on Airport Premises or worksites.

Investigations

a) Unfit for Duty Situations:

If there is any reason to believe any contract worker is on duty in an unfit condition while engaged in Airport Business, working on Airport Premises, Operating Airport vehicles and equipment, or when on paid standby, in contravention of the basic intent and provisions of this Policy:

- a) The individual worker will be removed from work the workplace, and escorted to a safe place;
- b) The Contractor must investigate the situation to the Authority representative's satisfaction, including conducting a reasonable cause test as appropriate;
- c) The Contractor must satisfy the Authority representative that there was not a breach of this Policy and that the worker was Fit for Duty;
- d) If the Contractor confirms that a breach of the Policy has occurred, they are required to take appropriate steps to address the situation to ensure no further violation of this Policy results from any of their workers.

b) Incident Situations:

The Authority reserves the right to require a contract worker to be tested for alcohol and drug as part of an investigation into a Serious Incident or potentially Serious Incident. The decision to refer someone, or a group of individuals, for a test will be made by the Contractor or directed by The Authority representative in consultation with the Contractor as appropriate.

c) Access to Testing Services:

In those situations where testing is required in a reasonable cause or post incident situation, Contractors are responsible to provide testing service for their workers. If the Contractor does

Policy Category Compliance and Safety	Approved By Executive Leadership Team	Last review Date October 08, 2019	Page 3 of 7
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not have a testing service provider, the Authority will provide a list of potential service providers aligned with the Authority's expectations that the Contractor can contact for test completion.

Pre-employment and pre-assignment testing is required for Safety Sensitive Positions. Refer to the Authority's Safety Sensitive Position Policy for more details.

d) Possession of Alcohol or Drugs:

The Authority reserves the right to conduct investigations when there are reasonable grounds to believe that alcohol, illicit drugs or other banned substances or products are present on Airport premises. Any Contractor or contract worker who refuses to submit to an investigation requested by an Authority representative will be removed from the premises.

Sole Proprietor/small contractors

Sole proprietors/small independent Contractors are expected to comply with the terms of this Policy and have their own alcohol and drug policy in place. In exceptional circumstances, the Authority may facilitate compliance with this Policy by a sole proprietor/small independent Contractor upon approval of The Authority's General Counsel & Senior Director, Risk and Compliance.

CONSEQUENCES FOR A VIOLATION

Failure of a Contractor, to comply with this Policy will be considered a breach of the contract, and may result in triggering certain clauses under the contract, including suspension or termination of the contract.

Failure of a contract worker to meet testing requirements as outlined below may result in permanent removal of that contract worker from Authority work:

- a) A positive drug test result, an alcohol test result of .04 BAC or greater and any refusal to complete the testing process when directed are all violations of this Policy; and
- b) Any worker with an alcohol test result of .02 BAC must be removed from work until at least their next shift.

Should site management agree to reinstate a contract worker after a violation of this Policy, they will set specific conditions that must be agreed to and complied with by both the Contractor and the worker.

OTHER RELEVANT POLICIES

The Calgary Airport Authority Alcohol and Drug Policy for Employees.
The Calgary Airport Authority Safety Sensitive Position Policy.

INQUIRIES

Additional information or questions pertaining to this Policy should be addressed to the Compliance and Safety department.

Policy Category Compliance and Safety	Approved By Executive Leadership Team	Last review Date October 08, 2019	Page 4 of 7
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APPENDIX I: RESPONSIBILITIES

The **Authority** is responsible for:

- Communicating this policy to all Contractors engaged by the Authority.
- Maintaining and enforcing this Policy to ensure the health, safety and productivity of the organization.
- Actively promoting a safe and healthy work environment that strives to eliminate any negative effects due to the inappropriate use of Alcohol or other Drugs.
- Ensuring compliance with this policy

Contractors are responsible for:

- Understanding and complying with this Policy and having their own alcohol and drug policy.
- Placing a priority on workplace safety in their attitudes, performance and practices.
- Taking appropriate action if any worker appears to not be Fit for Duty that may endanger themselves or others.
- Taking appropriate steps to complete the proper investigation into a violation of this Policy, including any request to participate in the testing program as and when required to do so under this Policy.
- Submit on annual basis the A&D policy to The Authority's Contractor Safety Compliance System provider for review and verification.

Policy Category Compliance and Safety	Approved By Executive Leadership Team	Last review Date October 08, 2019	Page 5 of 7
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APPENDIX II: KEY DEFINITIONS

Airport Business refers to all business activities related to airport operations, whether conducted on or off of airport Premises. It includes those situations where an individual is representing, or could reasonably be perceived as representing, the Authority in the performance of official duties.

Airport Premises includes, but is not restricted to, all land, property, structures, installations, vehicles and equipment owned, leased, operated or otherwise directly controlled by the Authority for the purpose of conducting Airport Business.

Airport Representative refers to the individual accountable for a particular facility, department or area including managers, and others in supervisory positions who direct individuals.

Alcohol means the intoxicating agent in beverage alcohol and any low molecular weight alcohols such as ethyl, methyl or isopropyl alcohol. The term includes beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.

Authority means The Calgary Airport Authority.

BAC means blood alcohol content.

Contractor refers to any person or entity, including their employees, which has been contracted, subcontracted, or otherwise engaged to provide services to or on behalf of the Authority, and includes the employees of that person or entity, and includes tenants and lessees of the Authority and their respective employees, contractors and subcontractors.

Drug means any substance, including, recreational cannabis, Illegal Drugs, Medications, and any Mood Altering Substances, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this Policy, drugs of concern are those that may affect or inhibit an individual's ability to perform his or her job safely and productively.

Medication refers to a drug obtained legally, either over-the-counter or through a doctor's prescription or appropriate authorization. It includes medical marijuana.

Illegal Drug means any drug or substance whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as cocaine and methamphetamine, and cannabis until legal).

Mood Altering Substance refers to any other product that is legally or illegally used, resulting in cognitive or physical limitations that negatively impacts performance on the job. (e.g. any product containing cannabis including inhaled products or consumables, synthetic marijuana, cathinone derivatives commonly known as "bath salts", doda, glues, aerosols, and other similar products).

Drug Paraphernalia means any personal property which is associated with the use of any Drug, chemical, agent, or substance, including any Mood Altering Substance, with the exception of devices used for the administration of a legally prescribed Medication. This also includes any product or device the purpose of which is to tamper with a testing sample or otherwise defeat a Drug test.

Policy Category Compliance and Safety	Approved By Executive Leadership Team	Last review Date October 08, 2019	Page 6 of 7
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Fit for Duty refers to being able to safely and acceptably perform all assigned duties without any limitations due to the use or after-effects of Alcohol, Drugs, recreational cannabis, Medications or other Mood Altering Substances.

Refusal to Test under this Policy Refusal to Test includes the following:

- Failure of a contract worker to report directly for a test, and refusing to submit to a test;
- Failure to provide a valid specimen absent a documented medical condition;
- A confirmed attempt to tamper with a test sample;
- Refusing to agree to disclosure of a test result to the Contractor's representative;
- Attempting to avoid a test by failing to report involvement in an incident which may require testing or by avoiding management following involvement in an incident;
- Failure to advise of release from hospital if testing is delayed for medical reasons;
- Failing or refusing to attend a medical evaluation where required under the Policy, and
- Any attempt to disrupt the testing process as described in the Policy.

Serious Incident refers to an incident that results in, or may reasonably have resulted in, any of the following:

- Runway incursion
- Occurrence that caused or had the potential to cause:
- Fatality
- Serious injury to any individual requiring medical attention away from the scene;
- Serious loss or damage to property, equipment or vehicles;
- Serious loss or damage to the environment;
- Any security infraction;
- Serious damage to reputation; and
- Any other serious work-related incident or a near miss considered to have had significant potential for more serious consequences.

If the investigation of a lower level incident indicates grounds to believe alcohol or drug use was a factor, the reasonable cause testing procedure will be followed. Failure to report an incident is a violation of this Policy.

Policy Category Compliance and Safety	Approved By Executive Leadership Team	Last review Date October 08, 2019	Page 7 of 7
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