



Confidentiality: Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns (for example, where there is deemed to be a potential for risk to self, others or the organization) and for the proper administration of this Policy.

Prevention: Prevention and early identification of potential problems relating to substance abuse and misuse are important. Information is available on the health and safety hazards of alcohol and drug use, and the process to access resources for assistance with an alcohol or drug problem, or any other problem that may be affecting the individual.

Resources: [Alberta Adult Addiction Services.](#)

Reasonable Cause: safety sensitive positions will take place whenever there are reasonable grounds to believe that the actions, appearance or conduct of an individual while on duty are indicative of the use of drugs of concern. All situations will be documented as soon as possible after action has taken place.

Equestrian Canada - [Code of Conduct and Ethics](#)

Individuals have a responsibility to:

1. refrain from consuming tobacco products or recreational drugs while participating in EC's programs, activities, competitions, or events;
2. in the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
3. in the case of adults, not consume cannabis in the Workplace or in any situation associated with EC's events (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with EC's events;

Coaches and Instructors

1. under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco;

Unfit For Work/Duty Situations

If an individual believes that someone is unfit for work/duty, and after consultation and agreement of a second person where possible, the individual will take one or more of the following actions:

1. Report the concern to the EC Representative, Event Organizer, or AHTA Rider Representative.
2. Document in writing what were the specific circumstances of the situation. Date, Time, Location, Names.
3. Support the investigation as required.



Procedure for Unfit for work/duty situation

In the event that an unfit for work/duty situation is reported to EC Representative, Event Organizer, or AHTA Rider Representative. The following actions must be taken as soon as possible:

1. Start an investigation into the events.
2. Interview the individual who has been reported to the EC Representative, Event Organizer, or AHTA Rider Representative.
3. Complete the reasonable cause checklist.
4. Hand the investigation over to the EC Representative to determine the next course of action.
5. Provide a follow up to the complainant that the matter has been investigated and Equine Canada is now responsible for the outcome of the investigation.

Reasonable Cause Checklist

	Yes/No
Has the individual shown to be unfit? Such as their physical appearance, behavior, actions or work performance (which could include slurred speech, unsteady on feet, yelling, fighting, odour (alcohol or other scents), witness observations, admission of use, or other signs, etc.)?	
Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided firsthand information?	
Are the facts plausible? (Capable of explanation)	
Are the facts capable of documentation? (Can you document dates, approx. times, names, locations etc.?)	
Is the unfit situation current, today, while on the job or event property?	

Witness Statement