

Alcohol Policy

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<p>Approval Authority Vice-President (Finance and Services)</p>	
<p>Implementation Authority Vice-President (Finance and Services)</p>	
<p>Effective Date June 18, 1993</p>	
<p>Last Reviewed January 15, 2019</p>	

1 Purpose

The purpose of this policy is to:

- a) ensure that the University is in compliance with all federal, provincial and municipal laws concerning the provision and consumption of alcohol;
- b) promote Harm Reduction programs and resources for Students, Academic Staff Members, Employees, Appointees and Postdoctoral Scholars who may be considering consuming alcohol; and
- c) set out the University’s expectations for the provision and consumption of alcohol in or on University Facilities, and at University Events.

2 Scope

This policy applies to:

- a) Students, Employees, Academic Staff Members, Appointees, Postdoctoral Scholars and Visitors consuming alcohol in University Facilities, or at University Events; and
- b) alcohol related advertising and sponsorship.

This policy does not apply to scientific grade alcohol used in laboratories for teaching and research purposes.

3 Definitions

In this policy

- a) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the applicable Collective Agreement.

- b) "AGLCC" means the Alberta Gaming, Liquor and Cannabis Commission, also known as Alberta Gaming, Liquor and Cannabis.
- c) "Appointee" means an individual who is engaged to work for the University, or whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, and visiting researchers and scholars.
- d) "Beverage Management Agreement" means an agreement between the University and another person authorizing that person to serve alcohol under the University's liquor license.
- e) "Collective Agreement" means any collective agreement between the Governors of the University of Calgary and (i) the Faculty Association of the University of Calgary, (ii) the Alberta Union of Public Employees, (iii) the Graduate Students' Association, or (iv) any other association or union representing Employees or Postdoctoral Scholars, in each case, in effect at the relevant time.
- f) "Contractor" means an individual or a corporation or other entity who agrees to furnish materials to, or perform services for, the University for consideration.
- g) "Employee" means an individual, other than an Academic Staff Member, Appointee or Postdoctoral Scholar, who is engaged to work for the University under an employment contract.
- h) "Field Station" means any of the following University Facilities:
 - i. Rothney Astrophysical Observatory;
 - ii. Barrier Lake Research Station;
 - iii. R.B. Miller Research Station;
 - iv. Kluane Lake Research Station.
- i) "Graduate Students' Association Event" means an event, or program, on or off-campus, organized by or on behalf of the Graduate Students' Association, or a student club registered with the Graduate Students' Association.
- j) "Harm Reduction" means policies, programs and practices that aim to reduce or minimize the adverse consequences associated with the use of substances.
- k) "Impaired" means having diminished physical and mental control.

- l) “Licensed Area” means a public area, in or on University Facilities, in which alcohol may be served.
- m) “Postdoctoral Scholar” means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
- n) “Server” means an individual who sells or serves alcoholic beverages for consumption.
- o) “Student” means an individual who is registered in a University course or program of study.
- p) “Students’ Union Event” means an event or program, on or off-campus, organized by or on behalf of the Students’ Union or a student club registered with the Students’ Union.
- q) “University” means the University of Calgary.
- r) “University Controlled Digital Channels” means electronic means of communicating operated by the University, including university-branded or -operated software tools and applications, digital images and display boards, digital audio and video, digital games, digital advertising, web pages and websites, social media, data and databases, email marketing, and electronic books.
- s) “University Event” means an event or program, on or off-campus, organized on behalf of the University, or an event or program which a reasonable person would identify as being affiliated with the University.
- t) “University Facilities” means all buildings, property, and grounds, including athletic and recreational fields and Field Stations, owned, leased or operated by the University, except for lands leased to West Campus Development Trust.
- u) “University Food Services” means any entity retained by the University to provide food or beverages.
- v) “University Vehicles” means any vehicle rented, owned or leased by the University Fleet Operations Office.
- w) “Visitor” means an individual present at University Events or in University Facilities, University Vehicles or vehicles being used for University business, who is not an Academic Staff Member, Appointee, Employee, Postdoctoral Scholar or Student. For clarity, this includes Contractors and Volunteers.

- x) “Volunteer” means an individual who, on a voluntary basis, provides a service or materials to the University.

4 Policy Statement

- 4.1** The University will encourage responsible use of alcohol through:
 - a) education and awareness programs that identify the risks and harms associated with alcohol provision and consumption; and
 - b) implementing Harm Reduction strategies;
- 4.2** The University will encourage the development of alcohol-free spaces, events and programs.
- 4.3** The University will provide awareness, educational programs and assistance to support Students, Academic Staff Members, Postdoctoral Scholars and Employees in alcohol Harm Reduction efforts.
- 4.4** Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, and Visitors are expected to be responsible about their consumption of alcohol in or on University Facilities, at University Events, while involved in the business of the University or in activities related to the University, and while representing the University.
- 4.5** Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, and Visitors involved in the business of the University outside the province of Alberta must comply with all relevant laws, rules and regulations relating to alcohol.
- 4.6** Academic Staff Members, Appointees, Postdoctoral Scholars and Employees may not be Impaired while at work because of the use or after effects of alcohol. Contractors and Volunteers providing services to the University may not be Impaired while providing such services because of the use or after effects of alcohol.
- 4.7** Students, Employees, Academic Staff Members, Appointees, Postdoctoral Scholars, and Visitors using University Facilities or attending University Events are only permitted to possess, or consume, alcohol in a location designated as a Licensed Area and in compliance with law, AGLCC regulations, policies and guidelines, this policy, other University policies, Residence Services Community Standards and any applicable Beverage Management Agreement.
- 4.8** Alcohol is prohibited in University Vehicles, except for campus security vehicles transporting seized alcohol. Alcohol in vehicles being used for University business must be sealed and out of reach of the vehicle’s occupants.
- 4.9** Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, and Visitors cannot operate University Vehicles or vehicles being used for University business if there is any possibility that they might be Impaired because of the use or after effects of alcohol.

- 4.10** All University Events, Students' Union Events and Graduate Students' Association Events must be in compliance with law, AGLCC regulations, policies and guidelines, this policy, other University policies, any applicable operating standard, Residence Services Community Standards, and any applicable Beverage Management Agreement.
- 4.11** University Events may not have the consumption of alcohol as their sole purpose or focus.
- 4.12** All University Events must be inclusive and supportive of those who choose not to, or cannot, consume alcohol.

License to Serve Alcohol

- 4.13** The University holds the licenses issued by the AGLCC to serve alcohol in designated areas within or on University Facilities. The Director, Ancillary Services is in charge of administering the licenses on behalf of the University.
- 4.14** Individuals and groups may not obtain a license, including a special event license, for serving alcohol at University Events directly from the AGLCC.
- 4.15** Alcohol will only be served in or on University Facilities in a location specifically designated as a Licensed Area in the University's liquor licenses.
- 4.16** As holder of the liquor licenses, the University:
 - a) may extend licenses at its discretion, at the request of groups or individuals, for the service of alcohol for special events;
 - b) may inspect and monitor Licensed Areas for compliance with this policy, the AGLCC requirements, and the terms and conditions of any relevant Beverage Management Agreement;
 - c) may suspend licenses granted; and
 - d) will manage communications with the AGLCC.
- 4.17** The Director, Ancillary Services will set the operating standards and practices for the designation of a location as a Licensed Area.
- 4.18** The Director, Ancillary Services may assess proposed events and functions to ensure consistency with alcohol Harm Reduction approaches at the University.
- 4.19** If alcohol will be consumed at a University Event held off campus, alcohol will be served by:
 - a) University Food Services;
 - b) a licensed caterer;
 - c) the staff of a licensed establishment or
 - d) an individual who has ProServe certification from the AGLCC.

Alcohol Service in Licensed Areas

- 4.20** The University is responsible for ensuring that a Licensed Area operates in accordance with law, AGLCC regulations, policies and guidelines, this policy,

other University policies, operating standards, and Residence Services Community Standards.

- 4.21** The Director, Ancillary Services shall ensure that all Servers have ProServe certification by the AGLCC prior to serving alcohol in a Licensed Area. Security staff must have received ProTect Security Staff Training from the AGLCC when providing security services at events where alcohol will be served.

Advertisement, Marketing and Sponsorship

- 4.22** Alcohol, and alcohol manufacturers, may only be advertised in or on University Facilities or University Controlled Digital Channels in accordance with all relevant University policies, AGLCC regulations, Canadian Radio-Television and Telecommunications Commission Codes, and any other relevant law, regulation, or guideline.
- 4.23** Alcohol and alcohol manufacturers may not be advertised in or on University Vehicles, vehicles being used for University business, or University Controlled Digital Channels.
- 4.24** Events whose sole purpose, or whose focus, is the consumption of alcohol may not be advertised in or on University Facilities, University Vehicles, vehicles being used for University business or University Controlled Digital Channels.
- 4.25** Alcohol manufacturers can advertise or sponsor safe drinking programs in or on University Facilities or University Controlled Digital Channels, provided that the name of the safe drinking program and its message take prominence over the name of the alcohol manufacturer, the safe drinking program is consistent with Harm Reduction approaches adopted by the University, and the advertisement and sponsorship of the safe drinking program otherwise meets the requirements of University policies and the AGLCC regulations, policies and guidelines for sponsorship.
- 4.26** Alcohol manufacturers and licensed establishments, including on and off campus bars, may be permitted, on a case-by-case basis, to sponsor or advertise at University Events provided the sponsorship or advertisement is in the best interests of the University, meets the requirements of University policies and the AGLCC regulations, policies, and guidelines concerning sponsorship, and has been approved in advance by the Director, Ancillary Services.
- 4.27** Applications for sponsorship of, or advertisement at, University Events by alcohol manufacturers and licensed establishments must be made to the Director of Ancillary Services who, in consultation with the appropriate University groups, will review the terms of sponsorship and decide whether to approve the application. The Director of Ancillary Services will regularly publish an operating standard providing guidance on the principles applied in considering applications for sponsorship of University Events by alcohol manufacturers.

Field Stations

- 4.28** The University recommends that Students, Employees, Academic Staff Members, Appointees, Postdoctoral Scholars, and Visitors abstain from consuming alcohol while at Field Stations.
- 4.29** Students, Employees, Academic Staff Members, Appointees, Postdoctoral Scholars, and Visitors must limit alcohol consumption at Field Stations so that they do not become Impaired.
- 4.30** When alcohol is consumed at a Field Station, the University representative in charge of the group or event at the Field Station must:
- a) abstain from consuming alcohol;
 - b) identify at least 1 designated driver who will abstain from alcohol consumption, for each vehicle at the Field Station. The designated drivers identified must have appropriate permissions and licenses to drive the vehicle for which they will be the designated driver;
 - c) ensure at least 1 individual with first aid training abstains from consuming alcohol; and
 - d) maintain appropriate controls for any firearms at the Field Station.

Oversight Committee

- 4.31** Activity under this policy will be subject to the oversight of a committee consisting of one individual appointed by each of the:
- a) Provost and Vice-President (Academic);
 - b) Vice-President (Development and Alumni Engagement);
 - c) Vice-President (Finance and Services);
 - d) Vice-President (University Relations); and
 - e) General Counsel.
- 4.32** The Oversight Committee will be responsible for reviewing operating standards developed from time to time by the Director of Ancillary Services to ensure they are consistent with this policy.
- 4.33** The Oversight Committee will receive annual reports from the Director, Ancillary Services, and may request additional information from individuals involved in administering this policy at any time to ensure management of alcohol at the University complies with this policy.

Violations

- 4.34** If an individual reports alcohol use in contravention of this policy in order to seek emergency medical assistance the priority in responding to the report will be to help the individual requiring medical assistance.
- 4.35** Individuals who do not comply with this policy may be subject to penalties or discipline, up to and including termination of employment or other relationship

with the University in accordance with University policies or procedures and any applicable Collective Agreement.

- 4.36** A Visitor who is found to have violated this policy may be required to leave University Facilities, University Vehicles or vehicles being used for University business, and may be subject to further restrictions regarding accessing University Facilities, University Vehicles or vehicles being used for University business or participating in University Events. The University may immediately terminate its relationship with any Contractor or Volunteer who is found to have violated this policy.
- 4.37** Notwithstanding section 4.35 and 4.36, individuals may be subject to civil, administrative or criminal action, independent of any University action, for violations of AGLCC regulations or other law.

5 Special Situations

- 5.1** The use of alcohol for religious, cultural or other grounds protected by the Alberta Human Rights Act may be accommodated under the University's accommodation policies.
- 5.2** The use of alcohol in other special situations may be permitted with written approval from the Director, Ancillary Services.
- 5.3** Alcohol used in laboratories is subject to strict ethics, regulatory and environmental health and safety controls developed and implemented by the relevant departments, in coordination with risk management at the University.
- 5.4** To ensure appropriate observances of cultural protocol, events that include alcohol and involve the Canadian Indigenous community, or traditional knowledge keepers, ceremonialists, or elders in Canada should be planned in consultation with the office of the Vice-Provost (Indigenous Engagement).

6 Responsibilities

- 6.1** Senior leadership team members, department heads, directors, and managers will put appropriate measures in place to ensure compliance with this policy before approving University funding or support of any events at which alcohol is to be served.
- 6.2** The Director of Ancillary Services will:
 - a) manage the licenses granted to the University by the AGLCC;
 - b) set standards and processes for the granting of licenses for alcohol service in Licensed Areas and for other matters related to this policy;
 - c) coordinate risk assessments of University Events, and any other event on campus where alcohol will be served;
 - d) be the central University contact for communicating with AGLCC; and
 - e) report to the oversight committee described in section 4.31.
- 6.3** University Food Services will ensure that all Servers employed by University Food Services have completed the ProServe training and certification.

6.4 Campus Security will monitor and inspect Licensed Areas for compliance with this policy as appropriate. The head of Campus Security will ensure that Security staff providing security services at events where alcohol will be served have received ProTect Security Staff Training from the AGLCC.

- 7 Related Policies**
 - [Use of University Facilities for Non-Academic Purposes](#)
 - [Student Non-Academic Misconduct Policy](#)
 - [Code of Conduct](#)
 - [Hospitality and Travel Expenses Policy](#)

- 8 Related Procedures**
 - [Special Events Expense Procedure](#)
 - [Social Events Expense Procedure](#)

- 9 Related Operating Standards**
 - [Residence Services Community Standards](#)
 - [Providing Alcohol at University Events and Alcohol Sponsorship](#)
 - [Cultural Protocol Guidelines \(Indigenous Strategy\)](#)

- 10 Related Information**
 - [Alberta Gaming, Liquor and Cannabis Commission – Liquor Agency Handbook](#)
 - [Alberta Gaming, Liquor and Cannabis Commission – Liquor Licensee Handbook](#)
 - [Canadian Radio-Television and Telecommunications Commission Code for broadcast advertising of alcoholic beverages](#)

- 11 History**
 - Approved: June 18, 1993 by the Board of Governors

 - Effective: June 18, 1993

 - Revised: February 8, 1999

 - Revised: January 15, 2019

 - Editorial Revision: February 12, 2019 (updated links and definition of AGLCC)

 - Editorial Revision: May 30, 2019 (updated “University Facilities” definition)