

Pacific Lumber Inspection Bureau Alcohol Policy for Company Sponsored Meetings & Events

Scope

In the interest of providing safe, healthy and productive meetings for employees and volunteers (Directors, committee members, etc.) and to limit liability, the Pacific Lumber Inspection Bureau (Company) has adopted this written policy in order to provide guidelines and procedures concerning the distribution and consumption of alcohol at Company sponsored meetings and events. In addition, it is important for administrative personnel involved in planning meetings and reviewing contracts to know and understand this policy.

Definitions

Under the influence: if a meeting attendee has any measurable alcohol in his or her system and/or his or her normal physical or mental abilities or faculties have been affected by such substance, he or she is "under the influence."

General Guidelines

The consumption of alcohol in moderate amounts is allowed at certain authorized Company functions and in conjunction with approved "business entertainment" functions. Notwithstanding the consumption of alcohol, employees and meeting attendees are expected to act in a professional and appropriate manner at all times.

The Company negotiates the best possible rate at hotels where meetings are held to encourage attendees to stay overnight at the hotel. In the event an individual must leave the premises and operate a vehicle, free or reimbursed transportation home will be provided to anyone who is under the influence of alcohol and/or cannot safely operate a vehicle. It is the responsibility of the person attending the meeting to recognize that they should not be driving and to take advantage of this service. Hotel security or other third party (non-Company) personnel shall be given authority over removing a guest in the case of overindulgence, thus relieving staff of this responsibility.

The following are additional guidelines:

- Self-serve bars are discouraged and instead it is recommended that drinks be served to guests by trained personnel.
- Low-alcohol and alcohol-free drinks shall be offered at all events.
- Food shall be provided whenever alcohol is served.
- Only authorized persons should have access to the bar or area where drinks are being served.

Vendor Requirements

Vendors, such as a hotel or caterer, that are hired to serve alcohol for a Company event shall comply with state/provincial and local licensing and insurance regulations. It may be necessary to ask for the proper compliance documents.

Under no circumstances should the Company staff purchase and serve alcohol themselves at a Company sponsored meeting or event.

Contracts with vendors should stipulate that only personnel who have received alcohol-awareness training should serve or sell alcohol (bartenders, wait staff, etc.). This includes training on how to recognize and prevent intoxication and how to meet legal responsibilities related to alcohol service.

Contracts with vendors should attempt to be negotiated to include language that makes it clear that the vendor serving the alcohol will indemnify, defend and hold harmless the Company from and against all liability arising from alcohol-related incidents. An example of such contract language is:

“Hotel will indemnify, defend, and hold harmless Pacific Lumber Inspection Bureau, its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorneys’ fees arising out of or caused by the Hotel’s negligence in connection with the provision of services of the Hotel (including but not limited to the sale and service of alcohol) or caused by any defect in the Hotel’s premises or equipment. Hotel shall adhere to all federal and state/provincial laws regulating the sale of alcoholic beverages. Bartenders/Servers are not to serve any individuals that appear inebriated or under the influence of too much alcohol.”

Contacts

Questions related to the interpretation of this policy should be directed to the Secretary-Manager.

Effective Date

December 6, 2007