



TRAINING ★ TOURS ★ DISCOVERY

Smoking, Drug & Alcohol Policy

Property of **Aquila Tours Inc.**

(Tour Operations & Center for Cruise Excellence)

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Aquila Smoking, Drugs & Alcohol Policy

At Aquila, we are committed to maintaining a professional, safe, and respectful environment for both our team members and guests. As representatives of the company, it is essential that all team members uphold workplace standards that promote safety, responsibility, and a positive experience for everyone. This policy outlines our expectations regarding smoking, drug use, and alcohol consumption to ensure a high level of professionalism at all times.

1. Smoking

To uphold a professional and welcoming environment, smoking is strictly prohibited in view of guests on cruise days or anywhere on Port Saint John Property. Team members who wish to smoke must do so in designated smoking areas, in accordance with federal and provincial regulation, away from guest visibility.

Additionally, we ask that all team members be mindful that some guests may have sensitivity to strong scents, including smoke and perfume. Whenever possible, steps should be taken to minimize lingering scents before engaging with guests.

2. Drugs & Alcohol

Aquila Tours is committed to maintaining a safe, professional, and drug-free workplace. All team members are expected to report to work fully fit for duty, able to perform their responsibilities safely and effectively without impairment from alcohol, drugs, or any substance - including prescription or non-prescription medications - that may affect performance.

Substance use, whether on or off the job, can negatively impact workplace safety, team integrity, and overall well-being. For this reason, Aquila maintains a zero-tolerance policy for employees who:

- Arrive at work under the influence of alcohol or drugs.
- Are impaired in any way due to substance use.
- Consume alcohol or drugs while on duty.

Alcohol on Tour

Some tours may include an alcohol component, and we recognize the importance of sociability with guests (ex. Top 10 at O'Leary's, Moosehead Brewery Tour, Moosehead Pub Crawl, Whisky & Wee Bites). Team members are permitted to accept a **single** alcoholic drink, only if offered by the supplier as part of the tour experience. Team members are not permitted to ask the supplier for an alcoholic drink.

Total consumption must not exceed one drink per tour, and at no time should a guide appear intoxicated. Professionalism, safety, and guest experience must always remain the top priority.

By following this policy, we ensure a safe and professional environment for both team members and guests. Aquila values integrity, responsibility, and respect, and expects all employees to adhere to these guidelines to maintain the high standards that define our workplace culture.

If you have any questions or need clarification, please reach out to Aquila's Human Resources Manager below. Thank you for contributing to a positive and professional atmosphere at Aquila.

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