



**OTTAWA HEALTH RESEARCH INSTITUTE
ADMINISTRATIVE POLICY**

APPROVED: CEO and Scientific Director

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ALCOHOL POLICY

Alcoholic beverages are not to be served at the Ottawa Health Research Institute, except where prior written approval is obtained from OHRI Senior Management.

For all authorized events where alcoholic beverages are to be served:

The OHRI event organizer is responsible for ensuring that:

1. food and non-alcoholic beverages are also served at the function.
2. alcoholic beverages are served and consumed in moderation and only in the pre approved location(s),
3. the pre approved duration of the portion of the event when alcoholic beverages are being consumed is not exceeded,
4. the alcohol beverages are delivered and removed from the OHRI premise on the same day as the event and are kept in a secured location while on OHRI premises,
5. any incidents related to the consumption of alcoholic beverages are reported to OHRI Senior Management immediately.
6. all alcohol beverages must be served and maintained by a third party,
7. ensure that event participants are aware of this policy and their responsibilities.

Responsibility of event participants who consume alcoholic beverages:

1. To ensure that alcoholic beverages are consumed in moderation,

2. To arrange for appropriate transportation from the event,
3. To refrain from performing any laboratory procedures or having contact with patients immediately following the consumption of alcoholic beverages.