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	Monitor: Director, Human Resources	No.: HR-30
	Approval Date: September 2, 2009 Effective Date: October 1, 2009	

Policy:

In order to protect the working environment, the health and safety of employees, contractors and the general public, and in order to protect Corporation and personal assets or property this policy is designed to identify circumstances in which searches may be conducted and has been created in support of the Drug & Alcohol Policy.

Definitions:

Contraband: Includes and is not limited to:

- Prohibited weapons as defined by the law;
- Alcohol as defined in the Corporation's Alcohol & Drug Policy*;
- Illicit drugs, as defined in the Corporation's Alcohol & Drug Policy;
- Prescription drugs being sold illegally;
- Drug paraphernalia as defined in Corporation's Alcohol & Drug Policy; or
- Stolen property and/or property not authorized for removal, including but not limited to assets, equipment, tools, property, materials or proprietary information belonging to the Corporation, contractors, or other employees.

****Note: In accordance with the Corporation's Alcohol and Drug Policy, alcohol may be permitted on Corporation property in accordance with the terms specified at paragraph 7 under "Exceptions". Note, exceptions do not affect the prohibition of alcohol on Corporation Hydro sites.***

Corporation Property: Includes, but is not limited to, all land, property, buildings, offices, facilities, accommodations, grounds, parking lots or garages, sites, equipment, vehicles whether owned, leased, managed, or used by the Corporation, wherever it may be located.

Universal Random Search: where exceptional circumstances exist and it is reasonable to do so, the Corporation may implement periodic searches applicable to all persons on Corporation Property or to a defined group of individuals.

Reasonable Cause Search: may be conducted in circumstances in which the Corporation has reasonable cause to believe that a person is in possession of Contraband.

Reasonable Cause is defined as facts which would lead a reasonable or prudent person to believe that an employee, contractor, or visitor is in possession of Contraband or is removing Contraband from Corporation Property without proper authorization.

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Types of Search: Include:

Personal Search: The physical search of a specific employee, contractor or visitor or the clothing on their body (not including outerwear such as jackets or coveralls).

Personal Effects Search: The search of purses, wallets and outerwear.

Other Property Search: Includes, but is not limited to the search of tool kits, luggage, tote bags, back packs, brief cases and rolled up clothing.

Vehicle Search: Search of personal or work vehicles being driven onto, parked on, or being driven off of Company Property.

Accommodation Search: Search of accommodation at Corporation owned or leased premises, including hydro sites. Searched will include, but are not limited to lockers, closets, drawers, including all public areas such as the kitchen, bathrooms, living room.

Work Area Search: Search of work area including, but not limited to desks, lockers (even those secured by employee lock), cabinets, and file cabinets.

This policy applies to all employees and contractors, working on Corporation property.

1. The Corporation may conduct searches to detect Contraband being brought onto Company Property, to prevent the unauthorized removal of Contraband from Company Property, or to obtain information as part of an internal investigation.
2. Reasonable Cause will be required in order to perform any type of search (personal, personal effects, other property, vehicles, accommodation, or work area searches).
3. The Corporation may conduct Universal Random Searches in order to prevent the possession, use and transportation of Contraband at the Corporation's Hydro sites. Universal Random Searches will include Other Property, Vehicle, Accommodation, Work Area searches, but will not include Personal Searches or Personal Effects Searches unless there is reasonable cause for doing so or the nature of the exceptional circumstances require such searches.

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4. Refusal to submit to a Universal Random Search will result in denial of travel to the hydro site and may result in disciplinary action up to and including dismissal. Refusal to submit to a search while staying at a hydro site shall result in the removal of that person from site and may result in further disciplinary action up to and including dismissal.
5. Employees in breach of this policy may be subject to disciplinary action up to and including dismissal.
6. Searches will be conducted by an outside third party who is trained in proper search techniques or by supervisory personnel authorized to conduct a search. Where feasible, the Human Resources Department will be contacted prior to a search taking place.
7. All supervisory personnel authorized to conduct a search will receive training on proper search techniques.
8. Should circumstances warrant, members of the RCMP should be called into assist with a search and the seizure of any illegal articles. This may include searches conducted by an RCMP Officer and a trained search dog.
9. Where ever possible, searches will be conducted in the presence of the individual. The dignity of the individual will be considered and whenever possible, the searches will be conducted in a private area.
10. Personal searches will be conducted by a person of the same gender. Should it be required for the purpose of a search, subjects of a search can be asked to lift a piece of clothing or show the contents contained within the clothing or in pockets. In conducting this search, no physical contact will be made with the person or clothing being searched. Such searches will be conducted in a private area.
11. During Personal effects searches, the individual will be informed that a search is being conducted and asked to display their personal effects. Where practical, the search should be visual inspection only. Such searches will be conducted in a private area.
12. During Other Property searches, the individual will be informed that a search is being conducted and asked to open their bag (backpack, briefcase, luggage, etc.)

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Where practical the search should be a visual inspection only. However, there may be the need for the individual to remove some of the effects to ensure adequate inspection.

13. During Accommodation searches, the individual will be informed that a search is being conducted and asked to open their lockers, closets, drawers, etc. Where practical the search should be a visual inspection only. However, there may be the need for the individual to remove some of the effects to ensure adequate inspection.
14. During Work Area searches, the individual will be informed that a search is being conducted and asked to open their respective storage item. If a personal lock is being used, and the person declines to open it, the lock may be cut.
15. During a Vehicle search, the driver of a vehicle about to be searched will be advised that a search is required. The driver will be asked to step out of the vehicle and accompany the manager/director or third party while the search progresses. Areas for search include:
 - Under and between seats;
 - In glove compartment and behind seats;
 - In the trunk;
 - In the box of a pick-up truck;
 - Under the hood; and,
 - Inside trailers, canopies etc.
16. The outside party or management personnel conducting the search will advise the appropriate regional Director in the event that Contraband is discovered or if a located item is suspected of being illegal.