



**SECTION 1000 – HUMAN RESOURCES
EMPLOYEE SUBSTANCE ABUSE**

The following expectations apply to all employees while conducting work on behalf of the division, whether on or off division property:

- employees are prohibited from reporting to work while under the influence of any inhalants, cannabis or other similar products, alcohol, illicit (illegal) or nonprescription drugs;
- manufacture, use, possession, distribution or sale of the above while performing tasks under the authority of the division is strictly prohibited; and/or
- employees on prescription medication must communicate to their immediate supervisor any potential risks or side effects.

Employees are not excused from their duties as a result of their dependencies. The division understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. The division encourages early diagnosis. Any employee who suspects that they might have an emerging alcohol, cannabis, or illicit (illegal) drug problem is encouraged to seek appropriate treatment promptly.

The division shall maintain confidentiality and employee privacy to ensure that any employee who asks for help due to an alcohol or drug dependency is provided with the appropriate support, including accommodation, and is not disciplined for doing so.

SUSPICION OF IMPAIRMENT

The following procedures shall be enacted if there is a reasonable belief that an employee is impaired at work:

- when an employee is considered impaired, the employee may be accompanied by a supervisor and another employee to their home address or to a medical facility;
- the employee shall be advised if they choose to refuse the division’s organized transportation and decide to drive, the division shall contact the police to make them aware of the situation;
- prior to returning to work, a review of the incident with the employee shall be made to establish a course of action; and
- senior administration shall be notified by the manager/supervisor following the incident.

The division reserves the right to invoke an Agreement for the Continuation of Employment in accordance with an employee’s commitment to become and remain alcohol and drug-free. The Agreement shall outline the conditions governing the employee’s return to the job and the consequences for failing to meet the conditions.

DISCIPLINARY ACTION

Cross Reference:			
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Employees shall be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- failure to meet prescribed safety standards as a result of impairment from any inhalants, cannabis or other similar products, alcohol, illicit (illegal) or nonprescription drugs; and
- engaging in illegal activities (e.g. selling alcohol, cannabis, or illicit (illegal) drugs) while performing tasks under the authority of the division.

Cross Reference:			
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