

## EMPLOYEE USE OF DRUGS AND ALCOHOL

### Background

The Division strives to provide safe, comfortable and healthy environments for all students, employees, community partners, volunteers, visitors and guests.

### Definitions

**Alcohol:** Means ethyl alcohol, or other molecular weight alcohol including methyl and isopropyl alcohol.

**Drugs:** – Substances, including Alcohol, Cannabis, illegal drugs and prescribed medications, the use of which have the potential to change or adversely affect a person’s physiological and/or psychological state and/or potentially inhibit a person’s ability to perform their job safely and productively.

**Substance Use Disorder:** is the term devised by the American Psychiatric Association (APA) that diagnostically replaces terms including substance addiction and substance abuse disorder. An individual must meet a certain set of criteria in order to receive this diagnosis, and the diagnosis qualifies as a disability under human rights legislation.

**Recreational Drug and/or Alcohol Use:** is the recreational use of drugs and/or Alcohol where the individual user does not have a disability in relation to substance use pursuant to human rights legislation.

### Procedures

1. To help ensure a safe and healthy workplace, the School Division reserves the right to prohibit certain items and substances from being brought onto, or being present on Division premises. The Division strictly prohibits employees from reporting to work while under the influence of drugs or alcohol.
2. The Division promotes the early treatment of Substance Use Disorder and encourages employees who are concerned they may have a problem with drugs and/or alcohol to pursue medical and/or psychological treatment. Any employee who suspects that he/she might have an emerging problem with drugs or alcohol is expected to seek appropriate treatment promptly.
3. Employees are encouraged to notify their supervisor or the Superintendent of Human Resources if they have a substance use disorder, so that their rights are protected and they can be accommodated appropriately.

4. Preference is to err on the side of caution rather than expose the particular employee (and potentially others) to injury. Supervisory employees shall identify any situations that may cause concern regarding an employee's ability to safely perform his/her job functions and act to ensure the safety of staff and students, which should include but is not limited to:
  - 4.1 removing an employee from the workplace while protecting the employee's safety,
  - 4.2 reporting to the Superintendent of Human Resources.
  
5. Employees who fail to adhere to the above expectations or who engage in illegal activities such as the distribution of drugs and/or alcohol will be subject to disciplinary action up to and including termination of employment and referral to legal authorities.

Reference: Sections 85, 87 Education Act

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