

# ALCOHOL, CONTROLLED DRUGS, AND MEDICATIONS POLICY



## Definitions

**Alcohol:** includes wine, beer, distilled spirits and any liquid containing ethyl alcohol, whether or not intended as a beverage. It is not intended to include other products containing alcohol which are not intended for consumption, provided such products are used as directed.

**Controlled Drug:** includes any substance which affects physical or mental capacity (other than alcohol or medication), the possession, use, or sale of which is prohibited, restricted or controlled by law.

**Medication:** means a drug that is intended by the manufacturer, a physician, or the use for the treatment of a physical or mental condition, whether or not the drug is prescribed by a physician.

**Substance Use Disorder:** as defined by the *Diagnostic and Statistical Manual of Mental Disorders* (DSM-5) and commonly referred to as "addiction".

## Purpose

The Britannia Community Services Centre Society, and those who perform services on its behalf, have a shared responsibility to maintain a safe and healthy work environment. The use of alcohol, controlled drugs and medication can have a serious adverse effect on the health, safety and productivity of Britannia employees, on the work environment and the public.

The purpose of this policy is to:

- Set expectations regarding the use of alcohol, medication or controlled drugs that may render an employee unfit for work, impair performance or cause risk of harm to health and safety; and
- Ensure employees are aware of Britannia's commitment to a safe workplace, and the potential serious consequences which may flow from breaches of this policy.

Considering the foregoing, Britannia is committed to:

- Promoting a safe, healthy and productive working environment for all of its employees, contractors, volunteers, and members of the public who interact with Britannia.
- Providing encouragement and opportunities for individuals affected by substance use disorder to seek early assistance and pursue recovery.
- Effectively managing substance use issues which:
  - Impact the workplace, or
  - Affect an individual's ability to safely, reliably and efficiently perform their duties.
- Working with all parties to accommodate individuals affected by a substance use disorder and managing the associated risks, particularly in safety sensitive positions.

## Scope

This policy applies to all Britannia Society employees, volunteers and contractors performing work on behalf of the Britannia Community Services Centre Society.

## POLICY STATEMENTS

### 1. Responsibilities

All Britannia employees, volunteers and contractors performing work on behalf of Britannia are to familiarize themselves with this policy and adhere to it. This includes specific responsibilities, in respect of:

**Possession:**

- To not cultivate, manufacture, distribute, offer or sell controlled drugs while at work or on break, while attending Britannia premises in their capacity as a Britannia employee, contractor, or volunteer, or while operating a Britannia vehicle.
- To not possess a controlled drug while at work or on a break, while attending Britannia premises in their capacity as a Britannia employee, or while operating a Britannia vehicle, unless:
  - a. The controlled drug is legally in the possession of the employee, volunteer, or contractor; and
  - b. The controlled drug is contained in its original, sealed and unopened packaging.
- To not possess open alcohol while at work or on break, while attending at Britannia premises in their capacity as a Britannia employee, or while operating a Britannia vehicle. An exception can be made for business or protocol functions where alcohol consumption is specifically authorized in advance by the Manager of Administrative Services.
- To not distribute, offer or sell medication for which a prescription is required while at work or on break, while attending Britannia premises in their capacity as a Britannia employee, or while operating a Britannia vehicle.

**Consumption:**

- To abstain from use of alcohol, medication or controlled drugs prior to commencing work in a manner that could render them unfit to perform their duties safely and efficiently.
- To abstain from use of alcohol and controlled drugs while at work or on break, while attending at Britannia premises in their capacity as a Britannia employee, or while operating a Britannia vehicle. An exception can be made for business or protocol functions where alcohol consumption is specifically authorized in advance by the Manager of Administrative Services.
- To act responsibly with regard to the use of medication, whether over-the-counter or prescribed by a physician, to prevent adverse effects on work performance. Individuals are responsible for consulting a physician or pharmacist when the potential effects of a medication or combination of medications on work performance are unknown to the individual. Any potential mental or physical impairment or other adverse effect associated with the use of a medication which affects work performance must be brought to the attention of a responsible manager immediately.

**Performance:**

- To report fit for duty whenever attending work, and remain fit for duty while on Britannia business and premises.
- To notify a supervisor or manager, in responding to a call-in situation, that they are not fit for duty.
- To notify a supervisor or manager if they observe another employee, volunteer or contractor whose ability to work appears to be affected by alcohol, a drug or other substance so as to endanger the person or anybody else.

**Treatment and Accommodation:**

- To assume responsibility for substance use issues, seeking advice and following appropriate treatment to address substance use issues. Employees may access assistance through Britannia's EFAP (employee and family assistance program),

their personal physician or appropriate community services for help with any alcohol or drug use issues that may be affecting work performance or attendance.

- To co-operate in the accommodation process, including providing necessary medical information in a timely manner, and making all reasonable efforts to treat substance use disorder. If an employee refuses or fails to disclose relevant information, this may result in delay, either in accommodation or return to work, or may impede Britannia's ability to accommodate any disability.

## **2. Accommodation**

- Britannia recognizes its duty to accommodate employees with disabilities, including Substance Use Disorder, to the point of undue hardship.
- All parties have a shared responsibility concerning substance use disorder treatment. Britannia:
  - a. Recognizes that Substance Use Disorder is a treatable disability, subject to relapse, where early intervention greatly improves the probability of a lasting recovery.
  - b. Encourages employees affected by Substance Use Disorder to seek treatment and rehabilitation as soon as possible.
  - c. Depending on the circumstances, may assist employees with their treatment and rehabilitation efforts.
- Britannia is:
  - a. Not obligated to accommodate beyond the point of undue hardship.
  - b. Not required to continue to employ any person whose job performance is impaired beyond the limit of reasonable accommodation because of a substance use disorder.
  - c. Not required to continue to employ or to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired beyond the limit of reasonable accommodation as a result of addiction to alcohol, medication or controlled drugs.

## **3. Confidentiality**

- Medical information is the property of the employee; however, failure to provide may impact an employee's return to work, stay at work or entitlement to benefits or the accommodation process.
- Unless the employee otherwise provides consent, Britannia will:
  - a. Maintain the confidentiality of information obtained under this Policy. Britannia will use obtained information only for the purposes of administering this Policy, where limited disclosure is necessary for related health and safety concerns (e.g. where there is deemed to be a potential for risk to self, others or Britannia), or as required by law.
  - b. Only disclose to the employee's supervisor and superior managers information related to the employee's fitness for work and any applicable restrictions; and further, such disclosure will only be undertaken where necessary for a legitimate work purpose.

## **4. Consequences of Non-Compliance**

- Consequences flowing from a contravention of this policy will be determined on a case by case basis, taking into account the relevant circumstances. However, in general:
  - a. Employees who contravene this policy may be subject to:

- i. In the case of culpable conduct, discipline up to and including termination of employment.
  - ii. In the case of non-culpable conduct, measures such as, but not limited to: removal from active duty; drug and/or alcohol testing; transfer to non-safety sensitive duties; medical assessment; monitoring programs.
  - iii. In the case of hybrid conduct (e.g. substance use disorder related conduct which contains elements of culpable and non-culpable behavior), any combination of the measures outlined in (i) and (ii) above, depending on the circumstances of each case.
- b. Employees who are in safety sensitive positions are additionally responsible for understanding that more significant consequences may result from their contravention of this policy, as impaired performance creates more serious safety risks for themselves and others.
- c. Contractors who contravene this policy may be subject to termination of their contract.
- d. Volunteers who contravene this policy may be subject to consequences up to and including termination of their voluntary assignment.