



Policy Section: **Personnel/Employee Matters**

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Policy Name: **Substance Use by Employees and Volunteers (Drug and Alcohol)**

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Policy Statement

The Keewatin-Patricia District School Board is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and dependency.

Rationale

The Keewatin-Patricia District School Board is committed to providing a safe and healthy working and learning environment and is committed to assisting employees with the prevention of substance use and the early identification of substance dependency. This policy and related procedures establish the expectations for all employees and volunteers of the Keewatin-Patricia District School Board to ensure a healthy and safe working and learning environment and to ensure consistency when addressing substance use concerns.

Guidelines

Employees and volunteers under the influence of drugs or alcohol on the job can pose serious health and safety risks to themselves, employees and students. To help ensure a safe and healthy working and learning environment, the Keewatin-Patricia District School Board reserves the right to prohibit certain items and substances from being brought on to or present on company premises.

Expectations

The following expectations apply to employees, volunteers, and management alike while conducting work on behalf of the board, whether on or off board property:

- Employees and volunteers are expected to arrive to work fit for duty and able to perform their duties safely and to expectations;
- Employees and volunteers must remain fit for duty for the duration of their shift;
- Distribution or sale of drugs or alcohol during work/volunteer hours, including during paid and unpaid breaks, is strictly prohibited;
- Possession of non-prescribed drugs (excluding over the counter medications) during working/volunteering hours is strictly prohibited;
- Use and possession of medically prescribed drugs is permitted during working/volunteering hours, subject to the terms and conditions of Keewatin-Patricia District School Board policies and all applicable legislation;
- Employees are prohibited from reporting to work/volunteer duties while under the influence of non-prescribed drugs (excluding over the counter medication) or alcohol; and

Cross Reference:
 Human Resources Manual
Policies
 207, Trustee Code of Conduct 306, Use of Volunteers
 705, Health and Safety 706, Employee Code of Conduct
 710, Attendance Support
Procedure
 706, Employee Code of Conduct

Date Adopted: Nov. 13, 2018
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- Employees/volunteers on prescription medication or medically approved substances that may cause impairment must communicate to management if there are any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

Roles and Responsibilities

The Keewatin-Patricia District School Board will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- Maintain a program of employee health and awareness;
- Provide rehabilitation services to employees who require it;
- Provide a safe work environment; and
- Review and update this policy regularly.

Management will:

- Identify any situations that may cause concern regarding an employee/volunteer’s ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees and Volunteers will:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work/volunteer duties fit for duty, and remain as such for the duration of shift;
- Perform work safely in accordance with established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on board property and during working/volunteering hours (even if off board property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication (via medical documentation);
- Report unfit co-workers to management (where there is a reasonable belief of impairment);
- Seek advice and appropriate treatment, where required;
- Communicate dependency or emerging dependency to management or human resources; and
- Follow the after-care program, where established.

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Substance Dependency

The Keewatin-Patricia District School Board understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. The Keewatin-Patricia District School Board promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected and encouraged to seek appropriate treatment promptly.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information shall be kept confidential by the Keewatin-Patricia District School Board, in a separate medical file, as per HR Procedure AS-1 *Confidentiality of Medical Records*.

Agreement for the Continuation of Employment

The Keewatin-Patricia District School Board 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 will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions. An agreement for the continuation of employment may include a requirement for drug or alcohol testing.

Disciplinary Action

Employees may 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 alcohol or drugs; and
- Engaging in illegal activities (for example, selling drugs or alcohol while on Keewatin-Patricia District School Board premises).

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Policies
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