



Policy Section: **Personnel/Employee Matters**

Policy Name: **Use of Medical Cannabis**

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Policy Statement

The Keewatin-Patricia District School Board (KPDSB) is committed to the health and safety of its employees and has adopted this Policy to communicate its expectations and guidelines surrounding medical cannabis.

Rationale

The employees of the Keewatin-Patricia District School Board (KPDSB) are its most valuable resources and for that reason, their health and safety are of paramount concern. Medical cannabis will be treated the same as all other regularly prescribed medications. KPDSB has the same expectations from employees who use medical cannabis as those who use all other types of medication and will accommodate individuals up to the point of undue hardship.

Guidelines

1. Employees may only use medical cannabis with appropriate documentation in their name from a qualified health care practitioner as defined by the Access to Cannabis for Medical Purposes Regulations.
2. If an employee must use medical cannabis while at work, and requires accommodation to do so, they must inform Human Resources. An employee does not have to disclose their specific medical diagnosis however, they must provide appropriate medical documentation if accommodation is required.
3. All information provided in regard to medical cannabis use is considered confidential and will be treated as such, keeping an employee's privacy as a top concern and second only to safety.

4. Employees who have a medical condition which requires additional accommodation can discuss their cannabis use schedule in the context of the general accommodation plan with KPDSB and their qualified health care practitioner.
5. Employees may be required to work with the company's service provider who will provide direction and support for the use of medical cannabis.
6. The KPDSB will work with the individual who requests an accommodation to ensure that the measures taken are both effective and mutually agreeable.

Use of Medical Cannabis While at Work

1. If an employee takes medical cannabis during regular working hours, they shall do so only at the recommended dosage and frequency of doses.
2. The KPDSB asks that where possible employees who require medical cannabis use a method of consumption other than smoking.
3. Employees who are prescribed to smoke medical cannabis must abide by all provincial smoking regulations.
4. Employees who are prescribed to smoke medical cannabis are not permitted to smoke in the presence of other employees, students, or volunteers.

Roles and Responsibilities

1. Management will:
 - a) Treat employees who use medical cannabis the same as all other employees using a prescription medication;
 - b) Provide accommodation up to the point of undue hardship;
 - c) Be aware of the effects of cannabis use and ensure employees are not placed in any safety-sensitive situations;
 - d) Assess the effects of the use of cannabis on an employee's performance on the job;

- e) Ensure that the use of medical cannabis does not adversely affect the safety of the employee or their co-workers;
- f) 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
- g) Respond to any employee queries regarding the use of medical cannabis while always maintaining the privacy of an employee's specific situation.

2. Employees will:

- a) Work with the KPDSB to develop accommodation plans that are mutually agreeable;
- b) Follow the agreed-upon accommodation plan and the guidelines of this Policy;
- c) Never share their medication with any other employee, even those who may have a similar prescription;
- d) Maintain ongoing communication with management regarding the effects of cannabis on their ability to perform their job duties;
- e) Never participate in activities which could cause a safety risk, such as driving while under the influence of cannabis; and
- f) Ensure the security of medication so as to prevent others from accessing it.