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| Title: Substance Use Policy | Date of Issue: **YYYY | MM | DD**Date of Original Issue: **YYYY | MM | DD** |
| Department: [Department/Section] | Issued by: [Author/Owner of Policy] |
| Approved By: [Insert Name & Title] | Review/Revise Date: **YYYY | MM | DD** |

**DISCLAIMER: PRINTED VERSIONS OF THIS DOCUMENT MAY BE OUT OF DATE. ALWAYS REFER TO THE COMPANY’S ON-LINE POLICIES AND PROCEDURES FOR THE MOST CURRENT VERSIONS OF DOCUMENTS IN EFFECT (IF YOUR ORGANIZATION HAS ONLINE POLICIES AND PROCEDURES).**

# CHANGES TO PREVIOUS VERSION

[Future changes to this policy should be noted in this highlighted section. A brief description of the revision is to be provided in point form. Otherwise, if there are no changes to the current policy, this section can be omitted].

# PREAMBLE

On the issue of substance use, [Company Name] is committed to providing a safe and healthy work environment where there is no risk to employees or the public. It is recognized that awareness and education programs, early detection, and support for those in need, are necessary to maintain a healthy, safe and productive workplace. It is also recognized that prescribed medications may be a part of an employee’s medical plan, and employers have a duty to accommodate employees whenever possible, while maintaining a safe and healthy work environment.

# DEFINITIONS

**Substance Use Issue -** Includes “addiction, substance use disorder, substance dependence or substance abuse” (Canadian Centre on Substance Use and Addition, 2017).

**Fit for Duty** - Free from the influence of any illicit drug, alcohol, or medication that would hinder job performance or compromise the safety of the employee or others.

**Substance Use** - means the use of any substance, including alcohol, illicit drugs, medications, solvents or inhalants, that acts on the central nervous system to negatively change of affect the way a person thinks, feels or acts. For purposes of this policy, substances of concern are those that affect an individual’s potential or ability to perform their job safely and productively.

**Impairment (from substance use) -** When an employee’s judgement, alertness, perception, motor coordination or emotional state is negatively impacted, an employee is considered to be impaired and not fit for work. Appearance of impairment may vary based on the individual, and substance consumed, but may include: odor of alcohol or drugs, glassy or red eyes, unsteady gait, slurring and/or poor coordination, according to the Canadian Human Rights Commission (2017).

# PURPOSE AND SCOPE

The purpose of this policy is to:

* Protect staff, clients and the public from potential effects of the use of substances including alcohol, drugs and medications.
* Provide a culture and environment that does not promote or encourage the use of alcohol or social drugs.
* Provide supports for the early detection and treatment of persons who may have an alcohol or drug related problem.
* Ensure that employees who are prescribed medications that may affect their fitness for duty are accommodated to ensure a safe and healthy work environment.

This policy applies to all [Company Name] employees, board members, students and volunteers.

# POLICY

[Company Name] requires all employees to be fit for duty during working hours. The [Company Name] will provide an alcohol and drug-free environment at work and during all work-related functions. Employees who have a substance use issue will be supported through recognized substance use programs. This policy will set a positive example for the community by showing responsible and ethical behavior as it relates to substance use.

Maintaining an Alcohol & Drug Free Workplace:

Employees must be fit for duty during all working hours. The [Company Name] will not promote, purchase, or provide alcohol or cannabis for any work-related event or any employee at any time; nor will they receive alcohol or cannabis, or related items from clients or suppliers as gifts, prizes, or sponsorships.

Supporting Early Detection and Treatment in the Workplace:

[Company Name] will assist and accommodate employees who voluntarily disclose a substance use issue. [Company Name] will work to identify and handle all performance problems promptly, if a substance use issue is suspected. [Company Name] will maintain confidentiality regarding all these issues. Employees with a substance use issue will be required to actively participate in a recognized substance use program in order to manage their substance use. Employees who have a substance use issue who refuse to participate in the Employee and Family Assistance Plan (EFAP) or other recognized substance use programs will be subject to the Disciplinary Policy up to and including dismissal.

# ROLES AND RESPONSIBILITIES

All Employees, Board Members, Students, and Volunteers:

* Understand and comply with the [Company Name] Substance Use Policy.
* Ensure that they are fit for duty when reporting for work. This applies to all worksites as well as all [Company Name] endorsed, supported, and organized events and related activities.
* Manage potential impairment during work due to the use of prescribed medications by contacting their health care provider(s), management and, Human Resources (HR) to determine any negative impacts on work performance, and health and safety.
* If the individual feels that their substance use is harmful to them or others, it is their responsibility to seek medical advice, pursue treatment and follow any recommended monitoring or aftercare.
* If an individual suspects that someone is impaired from alcohol or drug use at work, it is their responsibility to report this to their direct supervisor.

Management:

* Communicate, implement and monitor compliance with the Substance Use Policy.
* Ensure that all staff, students, and volunteers review the Substance Use Policy on an annual basis, and that new employees are oriented to the policy requirements.
* Assess fitness for duty.
* Respond to any situations in which there are concerns about an individual reporting to work or being on the job while impaired by alcohol or drugs.
* Support those who self-identify as having a substance use issue by referring them to their EFAP or Connex Ontario.
* Maintain confidentiality regarding an employee’s substance use, health conditions and involvement in substance use programs.
* Determine if there is a requirement for assessment of an individual found to be in violation of the Substance Use Policy, and confirm when they are fit to return to work, including providing input on any required work modifications and return to work conditions.
* Support employees who are using prescribed medications that may affect their fitness for duty by working with the employee and their health care provider(s) to determine appropriate work modifications that maintain the health and safety of the workplace.

# PROCEDURE

Maintaining an Alcohol & Drug Free Workplace:

If [Company Name] has a reason to believe that there is a violation of this policy:

1. A manager, HR personnel, or union representative will meet with the employee immediately to ensure that the employee does not compromise their safety or that of others.
2. If the employee is deemed to be impaired by alcohol or drugs, they will be asked to leave the workplace. The individual will be provided with the EFAP contact number or Connex Ontario contact number and sent home by taxi (at the company’s expense) where they will be met by a competent adult. Alternatively, a competent adult will come to the workplace and pick up the employee.
3. Management or HR in collaboration with a union representative (if applicable) will immediately investigate the incident and an Occupational Health and Safety Incident Report Form will be completed and processed.
4. An investigation will be conducted, with the involvement of HR, Occupational Health and Safety, and management, with the opportunity for involvement of a union representative at the individual’s request. As a result of the investigation, a decision will be made regarding an appropriate course of action.
5. If the situation involves the use, possession, or trafficking of illicit drugs or unauthorized medications, police services must be notified.
6. In situations where an employee is returning to work after completing a substance use program, the following steps are taken prior to the return to work:
   1. The individual must be alcohol or drug free while at work.
   2. The individual is required to seek an assessment by a substance use professional.
   3. If a substance use issue is identified, the individual is expected to follow the recommended course of treatment/counselling that results from the assessment.
   4. The individual must be cleared by HR as fit to return to work with either full or modified duties as appropriate.

Supporting Early Detection and Treatment in the Workplace:

1. Access to confidential assessment, counselling, treatment and aftercare services can be voluntarily accessed through the EFAP or Connex Ontario.
2. An employee with a substance use issue will not be disciplined for the act of voluntarily requesting help. However, full participation in an appropriate substance use program is expected. In addition, the expected quality and quantity of work must be met and Health and Safety requirements must be adhered to.
3. Managers will work to identify and handle all performance problems promptly. If a substance use issue is suspected, they will employ the procedures within this policy in a timely manner in order to address the situation.

# COMPLIANCE

Failure to comply with this policy and any associated procedures may result in appropriate disciplinary measures up to and including dismissal. Please see [Company Name] Discipline Policy.

# RELATED DOCUMENTS

1. [Company Name] Discipline Policy
2. [Company Name] EFAP Contact
3. Ontario Human Rights Code**,** <https://www.ontario.ca/laws/statute/90h19?search=e+laws>
4. Connex Ontario 1-866-531-2600 or [www.connexontario.ca](http://www.connexontario.ca)

# REFERENCES

Canadian Human Rights Commission (2017). Impaired at Work: A guide to accommodating substance dependence. <https://www.chrc-ccdp.gc.ca/eng/content/impaired-work-guide-accommodating-substance-dependence>

Canadian Centre on Substance Use and Addiction (2017). Life in recovery from addiction in Canada. <http://www.ccsa.ca/Resource%20Library/CCSA-Life-in-Recovery-from-Addiction-Report-2017-en.pdf>