



POLICY

The Children's Aid Society of the District of Thunder Bay (Agency) 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 abuse. Employees under the influence of drugs or alcohol while at work can pose a serious health and safety risk to both themselves, service users, and their fellow employees. To help ensure a safe and healthy workplace, the Children's Aid Society of the District of Thunder Bay reserves the right to prohibit certain items from being brought on to, or present on Agency property.

SCOPE

This policy applies to all those who have a working relationship with the Children's Aid Society of the District of Thunder Bay, including but not limited to employees, volunteers, contract employees and students, otherwise referred to as Employees moving forward.

This policy further applies to those who are outside typical Agency working hours but receiving compensation by the Agency, compensated during travel for the Agency, acting on behalf of the Agency at community events, and/or representing the Agency on outside Boards or Committees.

POLICY STANDARDS

The following applies to employees, whether on or off Agency property, while conducting work on behalf of the Agency:

- Employees are prohibited from working while impaired;
- Marijuana will be treated the same as all other recreational substances;
- Employees are expected to arrive at work fit for duty and able to perform their duties safely and to standard and must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;

- Employees on medically approved medication must immediately, or as soon as is reasonable, communicate to management any potential risk, limitation, or restriction requiring modification of duties; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of marijuana.

Employee

Employee shall not:

- Use, possess, distribute, sell drugs or alcohol or related paraphernalia during work hours, including during paid and unpaid breaks on Agency property or any property deemed a workplace;
- Report to work while under the influence of alcohol, recreational marijuana or any other drugs or non-prescribed substances;
- Consume any alcohol or drugs during working hours.

Employees shall:

- Use all prescription or non-prescription drug as intended in the manner directed by the employee's physician, pharmacist or the manufacturer or the drug;
- Ensure the use of prescription or non-prescription drug does not adversely affect the employee's ability to safely perform their duties;
- Notify their manager/designate or Director prior to starting work of any potential risks, limitations, and restrictions requiring modifications of duties from prescription or non-prescription drugs;
- Report any unfit employees to management immediately;
- Seek advice or appropriate treatment, where required;
- Communicate dependency or emerging dependency to management;
- Follow all aftercare programming;
- In the event where an employee uses medical marijuana, the employee shall immediately or as soon as is reasonable, provide a copy of their medical licence to use marijuana to the Agency.

Management

Management/Designates shall:

- Identify any situations that may cause concern regarding an employee'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 and is not disciplined for doing so;
- Maintains confidentiality and employee privacy, whenever possible, and reports to only those individuals who need to be informed;
- In the event that a manager/designate has reasonable grounds to believe that an employee is or may be unable to work in a safe manner due to the use of drugs or alcohol, they must request the employee leave the premises until they are fit to return to work and will ensure the employee has safe means of transportation from the workplace;
- In the event that a manager/designate has reasonable grounds to believe that an employee may be in possession of drugs or alcohol, the Agency will notify the employee of such reasonable grounds and request the employee confirm that they are in compliance or request the assistance of appropriate authorities to confirm the employee's compliance with this policy.

PROCEDURE

Suspicion of Impairment

The following procedure will be enacted if there is a reasonable belief that an employee is impaired at work:

1. Whenever possible, a manager/designate will seek another manager's opinion to try to determine the employee's fitness for work.
2. Next, the manager/designate will consult privately with the employee to determine the cause of the observed behaviour, including where substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils and/or odour of alcohol or marijuana. The employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees and visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit to work" this decision is made based on the best judgement of two members of management. The employee will be advised that the Agency has arranged for transportation to transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The

employee may be accompanied by a manager or another employee if safe to do so and when deemed necessary.

4. An employee will not be allowed to drive. The employee will be advised if they choose to refuse the Agency-arranged transportation and makes the decision to drive their personal vehicle, then the Agency is obligated to and will contact the police to report the situation.
5. A meeting will be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of the treatment.

POLICY VIOLATION

Employees found in violation of this Policy may be subject to disciplinary action up to and including termination of employment. The degree of discipline will be determined on an individual, case-by-case basis and will depend on relevant factors of the incident as determined from an investigation. Where applicable, the Agency may also take legal action in accordance with the law.

EMPLOYEE ASSISTANCE PROGRAM

The Agency encourages employees to adopt a proactive approach to health and safety and will support and provide confidential direction to any employee who voluntarily seeks help for substance addiction or dependencies.

Confidential support can further be obtained through the Agency's Employee and Family Assistance Program as provided by the Behavioural Sciences Centre by calling 623-7677 or toll free at 1-888-425-5862.