

<b>Policy Title:</b>	<b>Alcohol, Cannabis, and Illicit Drugs in the Workplace</b>	
Last Updated:	May 2, 2011	P 100-02

**HOW MIGHT WE:**

**How Might the Town of Pelham** establish the Town's expectations for appropriate behaviour, to establish the consequences for non-compliance, to provide consistent guidelines for all "individuals", and to provide a means for supporting employees who are dealing with current or emerging drug and alcohol problems.

**KEY FACTS:**

Alcohol, **cannabis** and illicit drugs in the workplace policy is set out to establish the Town's expectations for appropriate behaviour, to establish the consequences for non-compliance, to provide consistent guidelines for all "individuals", and to provide a means for supporting employees who are dealing with current or emerging drug and alcohol problems.

**Individuals** - are referred to as;

- Full time & part time employees
- Elected officials and administrative officials;
- Volunteer firefighters;
- All other volunteers of the Town involved in special jobs, functions and activities;
- Casual employees, meaning those persons hired for an occasional period to perform special jobs or functions;
- Seasonal employees meaning those persons employed to perform work on a seasonal basis;
- Contracted persons.

**SOLUTION STATEMENT**

1. This policy applies to all "individuals" while they are employed for the Town of Pelham, working on the Town's premises or worksites, and operating Town vehicles and equipment. Violations of this policy will result in disciplinary action up to and including termination of employment.
2. "Individuals" are expected to perform their job in a safe manner and in all ways consistent with established practices.
3. All "individuals" working for the Town have a shared responsibility for workplace safety and are encouraged to look out for the safety of other "individuals" and visitors.
4. "Individuals" are expected to take appropriate action to ensure no individual remains in an unfit condition on Town premises such that they may endanger

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- themselves or others, by ensuring their Director or another member of management is advised of the situation.
5. All "individuals" are expected to report fit for work, and remain fit throughout their work day while on Town business and premises.
  6. The following situations are prohibited:
    - reporting for duty under the influence of alcohol, cannabis, and/or illicit drugs;
    - use of alcohol, cannabis, and/or illicit drugs during the work day including during break and lunch periods;
    - possession, distribution, offering or sale of alcoholic beverages, cannabis, and/or illicit drugs;
    - storing alcoholic beverages, cannabis and/or illicit drugs on Town facilities during regular business hours, with the exception of the Fire Stations and the Meridian Community Centre, where alcohol is stored and locked away for events.
  7. Certain "individuals" of the Town are required to travel for work business situations, training events, or seminars and are prohibited to consume alcohol or use cannabis and/or illicit drugs during work hours. Failure to comply will result in immediate disciplinary action up to and including termination.
  8. "Individuals" are expected to use prescribed and over-the-counter medications responsibly. The intentional misuse of medications while on Town business, premises or worksites is prohibited. Medications that inhibit or may inhibit an "individuals" ability to perform their job safely and productively are prohibited from operating any equipment on Town facilities or worksites, including municipal vehicles.
  9. "Individuals" receiving standby pay for on-call situations are expected to be fit for work and in compliance with these standards. If unexpected circumstances arise where an "individual" is requested to perform unscheduled services while under the influence of alcohol, cannabis, or medications, it is the responsibility of that "individual" to decline the call.
  10. "Individuals" with apparent performance issues will be offered assistance through Employee Assistance Programs (EAP) should a personal problem be affecting their job performance.
  11. In all situations where there are reasonable grounds to believe an "individual" is unfit to be at work, the "individual" will be escorted from the work site to a safe place and given the opportunity to explain why they appear to be in a condition unfit for duty. If the "individual" is believed to be in a condition unfit for normal duty they will be referred for medical attention if there are immediate medical concerns (doctor, local hospital or clinic). The "individual" will be provided with transportation to either their residence or hospital/clinic depending on the circumstances. The "individual" may be temporarily held out of service with pay or reassigned pending completion of any investigation.
  12. Where an employee uses cannabis for medical purposes, it is expected they will provide a copy of their medical documentation to use cannabis to Human

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**Resources.**

13. The Town reserves the right to investigate any situation when there are reasonable grounds to believe that alcohol, cannabis, or illicit drugs are present on Town premises in violation of this policy.
14. "Individuals" who operate a motor vehicle on behalf of the Town are required to maintain a valid driver's license for the class operation required. Any loss of license must be reported immediately to the departmental Director and the "individual" will no longer be qualified to drive on behalf of the Town. "Individuals" must inform their departmental Director if they have been charged with an impaired driving offence when operating a vehicle on behalf of the Town. Receipt of a charge will result in a full investigation and immediate discipline up to and including termination.
15. In all situations, an investigation will be conducted to verify that a policy violation has occurred before disciplinary action is taken. Therefore, management has the authority and discretion to hold out of service, with pay, any "individual" who is believed to be involved in an incident that could lead to disciplinary action pending the results of the investigation. Appropriate discipline depends on the nature of the policy violation and the circumstances surrounding the situation.
16. Should the Town determine that employment will be continued in a specific circumstance, the "individual" would be required to enter into an agreement governing their continued employment which may require any or all of the following actions:
  - a. Temporary removal from their position;
  - b. Assessment to determine the need for a structured treatment program (EAP);
  - c. Adherence to any recommended treatment, monitoring and aftercare program;
  - d. Maintenance of sobriety and satisfactory performance on return to duty;
  - e. No further violations of this policy.
17. Failure to meet these conditions including a second violation of the policy may result in termination of employment.