



## DRUGS AND ALCOHOL IN THE WORKPLACE

[Organization Name] is committed to promoting wellness in the workplace. As an organization, [Organization Name] recognizes impairment as a serious health and safety issue in the workplace. Additionally, it is understood that employees may face medical issues related to substance abuse and dependency.

[Organization Name] is committed to creating a safe and healthy work environment in accordance with the *Saskatchewan Employment Act*. As such, [Organization Name] has a zero-tolerance policy for unsafe drug and alcohol use on the job; however, [Organization Name] will assist any employees who have dependency issues.

### POLICY

To protect our organization, our employees, our clients, and the general public, [Organization Name] prohibits the use of any substance that impairs judgment, whether legal or illegal, while on the job or while representing [Organization Name], unless specifically authorized in writing by management for medical reasons or special circumstances such as a permitted company event. Employees may not be impaired while on-site, off-site, or working remotely. Employees who are unable to report to work for any reason should notify their supervisor.

Employees who violate this policy may face disciplinary action, which may include termination of employment or referral to the authorities, as necessary.

#### Safety Concerns with Machinery or Equipment

Following the 2018 change in Saskatchewan's traffic law, employees are strictly prohibited from driving or operating machinery, including work vehicles, while under the influence of designated substances.

If an employee who operates machinery or equipment, including company vehicles, reports to work and informs their supervisor/manager that they are impaired, the supervisor/manager is required to take immediate action, which may include transporting the employee home in a taxicab or other commercial vehicle and pursuing disciplinary action at a later date.

#### Solicitation or Possession of Illegal Substances

Solicitation or possession of illegal substances is strictly prohibited at all times. This rule does not have any exceptions.

#### Duty to Accommodate

In accordance with the Saskatchewan Human Rights Code, [Organization Name] is committed to providing disability-related accommodation to employees who disclose an addiction or dependency, or who require cannabis for a medical reason related to a disability, up to the point of undue hardship.

Employees who have concerns about substance abuse or dependency are encouraged to communicate these concerns to their manager/supervisor or a member of the human resources



team so that proper and appropriate accommodations can be organized. They are free to do so without fear of repercussions. All medical information about employees will be kept strictly confidential.

### Employee Responsibilities

Employees must report to work fit for duty. It is unacceptable, dangerous, and illegal to report to work while under the influence of cannabis, alcohol, or any other intoxicant.

Additionally, employees are responsible for:

- adhering to the procedures outlined in this policy;
- notifying their supervisor/manager if they are undergoing medical treatment and require the use of a prescription drug that may impair their abilities (including cannabis);
  - Employees are not responsible for disclosing their diagnosis or prognosis to their supervisor/manager;
  - Any information provided about their medication is provided solely for precautionary purposes and will be retained confidentially.
- notifying their supervisor/manager if they arrive at work impaired.
- informing their supervisor/manager of any employee whom they observed to be impaired when reporting to work to ensure the health and safety of everyone else on the job.
- using their judgment in the case of work-related events that occur off-site or on the premises of [Organization Name].

### Supervisor/Manager Responsibilities

If a manager or supervisor observes or otherwise learns of a worker's impairment that could create a hazard in the workplace, the supervisor will communicate this to any employees who may be in danger and will take all reasonable precautions for their protection.

Additionally, supervisors/managers are accountable for the following:

- informing employees of the company's drug and alcohol policy and enforcing it;
- ensuring that employees directly under their supervision are fit for work;
- notifying authorities if an employee attempts to drive while impaired by a legal or illegal substance;
- providing reasonable accommodations for employees with disabilities;
- not requesting confidential medical information from employees; and
- providing clear instructions to employees regarding special events, such as company parties, to ensure that employees understand exactly what they are and are not permitted to do.

### Suspicion of Impairment

[Organization Name] will provide training to supervisors and workers on the impact of impairment and on how to recognize and respond to possible signs of impairment.

This includes the use of the Suspicion of Impairment checklist and then follow-up actions with the employee who is suspected of being impaired.

Follow-up actions may include:



- Ensuring that the employee is returned to their home
  - However, if the employee is impaired, [Organization Name] will not condone them using their own vehicle and will make arrangements for alternate transportation such as a taxi or an uber
    - Should an employee insist on driving themselves, the authorities will be notified
- Scheduling a meeting with the employee at the workplace to discuss the impairment
- Inquiring about potential dependency/addiction

Additional actions may include drug and alcohol testing, administrative leaves or suspensions, and agreements for counselling as appropriate under human rights and employment legislation. Each situation will be assessed individually.