

## IMPAIRMENT AND THE USE OF ALCOHOL, CANNABIS, OTHER DRUGS AND SUBSTANCE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	C. Human Resources
<b>Parent Policy:</b>	C30
<b>Approval Date:</b>	January 15, 2020
<b>Effective Date:</b>	January 15, 2020
<b>Procedure Owner:</b>	Chief People & Culture Officer

<b>Overview:</b>	
<b>Procedures:</b>	<p><b>Roles and Responsibilities</b></p> <p><u>Olds College will:</u></p> <ul style="list-style-type: none"> <li>● Clearly communicate expectations surrounding impairment due to alcohol, cannabis, other drugs and substances;</li> <li>● Maintain a program of employee health and awareness;</li> <li>● Provide a safe work environment; and</li> <li>● Review and update this policy on a regular basis.</li> </ul> <p><u>Supervisors and Managers will:</u></p> <ul style="list-style-type: none"> <li>● Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;</li> <li>● Remove those employees, who are believed to be impaired, from work activities;</li> <li>● Ensure that any employee who asks for help due to alcohol, cannabis or other drug dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and</li> <li>● Maintain confidentiality and employee privacy where appropriate.</li> </ul> <p><u>Employees will:</u></p> <ul style="list-style-type: none"> <li>● Abide by the provisions of this policy and be aware of their responsibilities under it;</li> <li>● Arrive to work free of impairment, and remain as such for the duration of the work period;</li> <li>● Perform work in a safe manner in accordance with established safe work practices;</li> </ul>

- Self-report limitations and request modifications as a result of prescription drugs that may cause impairment;
- Seek advice and/or appropriate treatment, where required;
- Communicate dependency or emerging dependency.

### **Suspicion of Impairment**

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

1. Where possible, the employee's manager/supervisor will first seek another manager/supervisor's opinion to confirm the employee's state. The checklist in the appendix may be utilised to assist in the assessment of impairment. The following checklist can be utilized to assist in the assessment of impairment:
2. Next, the manager/supervisor will consult privately with the employee to determine the cause of the observation, including whether impairment has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations of behaviour and physical signs listed above.
3. The manager/supervisor may, if they have a reasonable suspicion of impairment, require the employee to provide a sample for testing purposes to an independent laboratory arranged by the college.
4. If, in the opinion of the manager/supervisor, the employee is considered impaired and deemed "unfit for work", the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees, students or visitors at the workplace. The employee will be advised that Olds College has arranged a taxi or shuttle service to safely 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/supervisor or another employee if necessary.
5. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse Olds College organized transportation and make the decision to drive their personal vehicle the company is obligated to and will contact the police to make them aware of the situation.
6. A meeting will be scheduled for the following work day to review the incident and determine a course of action which may include consequences, additional conditions of employment, a monitoring program and/or a treatment plan.

### **Substance Dependency**

Beyond instances of impairment, Olds College understands that individuals may develop a dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. Olds College promotes early diagnosis. Any employee who

suspects that he/she might have an emerging drug or alcohol dependency is expected to seek appropriate treatment promptly.

**Voluntary Identification**

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort. All medical information shall be kept confidential by Olds College, unless otherwise authorized by law.

**Agreement for the Continuation of Employment**

Olds College reserves the right to invoke an Agreement for the Continuation of Employment in accordance with an employee's commitment to become, and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions. An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.

**Disciplinary Action**

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on Olds College premises, or providing drugs or alcohol to a minor).

**Definitions:**

**Related Information:**

**Review Period:**

3 years

**Revision History:**

New Policy: September 2018  
Revision: January 2020