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**Municipality of the County of Cumberland Policy 18-01**

**Drugs and Alcohol in the Workplace Policy**

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**Title**

1. This policy is entitled "Drugs and Alcohol in the Workplace Policy".

**Purpose**

2. The purpose of this Policy is to clearly define the roles, responsibilities and procedure for dealing with suspected impairment in the workplace.
3. Employees are expected to be fit for duty when reporting to work and remain fit for the duration of the day. This includes refraining from use of alcohol, drugs, or other substances that may diminish their capacity to perform the duties of the workplace.

**Definitions**

4. In this Policy, unless the context otherwise requires:
  - a) "administrative leave" means a temporary leave from a job assignment, with pay and benefits intact.
  - b) "alcohol" means the colourless liquid in wine, beer, whiskey, gin, etc. that makes them intoxicating.
  - c) "diminished capacity" means the ability to perform one's job has been affected by drugs and/or alcohol, regardless of how much or how little is actually consumed.
  - d) "drugs" means substances, other than food, which are taken to change the way the body and/or mind function. They may include any of the following:
    - i. *Prescription Drugs*: drugs which have been legally obtained with a valid physician's prescription and are being used as prescribed, under medical supervision.
    - ii. *Over the Counter Drugs*: drugs that have been legally obtained but do not require a physician's prescription and are being used as prescribed, under medical supervision.
    - iii. *Illegal Drugs*: drugs that cannot be legally possessed under Canadian law including a wide range of street drugs and prescription drugs obtained without a valid prescription.
    - iv. *Other Substances (including alcohol)*: include but are not limited to legal or illegal products that can be inhaled, injected, or consumed by other means, that cause impairment or intoxication and that may not be included in the above definitions.

- e) "employee" means anyone employed by the Municipality in a full-time, part-time, seasonal, causal, or temporary role.
- f) "impairment/impaired" is the condition where the ability to perform one's job has been affected by drugs and/or alcohol, regardless of how much or how little is actually consumed.
- g) "Municipality" means the Municipality of the County of Cumberland.
- h) "supervisor" means anyone who has supervisory responsibilities with the Municipality.

### **Overview**

- 5. All employees are responsible for safety in the workplace.
- 6. All employees have the right to refuse unsafe working conditions. If an employee feels their supervisor is not taking the appropriate action to create a safe working environment they have the right to refuse the work.
- 7. This Policy applies to all employees of the Municipality of the County of Cumberland.

### **Policy Directives**

- 8. In the event an employee suspects impairment of another employee during regular business hours, the employee must:
  - a) immediately report this to the appropriate manager/supervisor or designate; and
  - b) make every reasonable effort to keep themselves and others safe.
- 9. In the event a supervisor suspects impairment of an employee during regular business hours, the supervisor:
  - a) must confidentially meet with the employee to inform them they are being placed on administrative leave for the remainder of the work day due to suspected impairment and they must leave the worksite immediately for the safety of themselves and others;
  - b) must arrange for appropriate transportation for the employee;
  - c) should not discuss performance or administer discipline while the employee is impaired;
  - d) must document the incident and contact Human Resources as soon as reasonably possible to inform them of the situation and to schedule a meeting with Human Resources and the Safety Officer to determine the appropriate resources and course of action to be taken;
  - e) must participate in planning and facilitating the employee's return to work where appropriate.

10. Employees who have been sent home due to suspected impairment are expected to return to work for their next scheduled work shift, unless they are medically unable to do so. If the employee is medically unable to report for their next scheduled shift they are required to provide medical documentation stating the expected date they will be able to return to work.

**Assistance**

11. In the event that an employee is concerned that they may have a drug and/or alcohol problem, they may choose to seek help by contacting the Employee and Family Assistance Program (EFAP) at 1-844-880-9124 or [www.workhealthlife.com](http://www.workhealthlife.com), or by contacting Human Resources to discuss resources and options available.
12. Municipal supervisors are expected to maintain the privacy of any employee suspected of impairment on the job. Details of all incidents shall remain confidential and be shared only with relevant Municipal representatives, including senior management and Human Resources.
13. The Municipality recognizes that addictions are an illness and commits to taking reasonable action in supporting individuals suffering from addictions with their recovery and return to work.
14. The Municipality is not able to diagnose an employee with a dependency, but instead, this is the responsibility of a medical professional. Employees suspected of a substance dependency will be directed to the appropriate health care professionals for assistance.
15. In the event that it is revealed that the impaired employee has a substance dependency, management shall make appropriate accommodations as recommended and respect the privacy and confidentiality of the employee throughout the accommodation process.

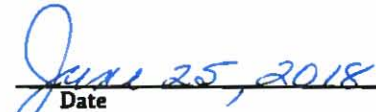
**Clerk's Annotation for Official Policy Book**

Date of Notice to Council of Intent to Consider (7 days minimum): December 13, 2017

Date of Passage of Current Policy: January 24, 2018

I certify that this Policy was adopted by Council as indicated above.

  
\_\_\_\_\_  
Municipal Clerk

  
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Date