



Policy Number	8.3.1
Approval Body	PEC
Policy Officer	Director HR
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8.3.1 EMPLOYEE/EMPLOYER RESPONSIBILITIES RELATED TO SUBSTANCE ABUSE

ENABLING POLICY

8.3 Substance Abuse

A. EMPLOYEE RESPONSIBILITIES

1. Employees are expected to:
 - promote a working environment that does not tolerate the inappropriate use of alcohol, illegal drugs or misuse of medications;
 - seek assistance, if required, by way of a confidential assessment, counseling and referral through the Employee Assistance Program; and
 - ensure they do not consume during, or report to work under, the influence of alcohol, illicit drugs or misuse of medications.
2. For those employees in a safety sensitive position (defined as a position in which an employee enters into situations or has control of processes or equipment that pose a significant hazard to themselves, other employees, students, and/or the general public):
 - no amount of alcohol or illegal drugs in the bloodstream will be tolerated; and
 - mind or mood altering prescribed medications must be controlled to ensure they do not adversely affect the work being done.

B. EMPLOYER RESPONSIBILITIES

1. To provide an Employee Assistance Program accessible to all employees;
2. To support the rehabilitation and return to work of employees who have had problems with alcohol, illegal drug or medication dependency within the principles of "duty to accommodate";
3. To emphasize the process of managing performance on the job; and
4. To provide sickness and disability benefits to the extent of eligibility when:
 - an employee is cooperating fully in a treatment program and requires time away from work for program appointments; and
 - an employee is unable to work, but is following a prescribed treatment program under medical supervision and is cooperating fully.