



Policy Number	8.3.2
Approval Body	PEC
Policy Officer	Director HR
Approval Date	January 2005

8.3.2 RESPONDING TO SUBSTANCE ABUSE

ENABLING POLICY

8.3 Substance Abuse

GUIDELINES

When an employee allows his or her consumption of substances to negatively impact on the job, the following steps are appropriate:

1. SELF-REFERRAL

When an employee recognizes their own substance abuse problem, they will disclose their problem, with a union representative present if desired. Human Resources will maintain strictest confidence in consultation with the employee throughout the treatment process. The employee will be referred to Employee Assistant Program, and if absence from work for treatment purposes is required by a health care professional, Human Resources will assist the employee in accessing the FGI Disability Management Plan and long term disability plan as necessary.

Upon return to work, the requirements under Return to Work below will apply.

2. EMPLOYER INTERVENTION

Gross violations of this policy will be subject to immediate termination.

- Step 1: The first incident will result in the employee being sent home for the balance of the day without pay. The supervisor will issue a warning letter which will reference the Employee Assistance Program; a copy of the letter will be placed on the employee's file.
- Step 2: The second incident will bring about a ten day suspension without pay with another letter outlining the various alternatives for obtaining help, including the Employee Assistance Program.
- Step 3: The third occasion will bring about a 90 day suspension without pay with a rigid return to work agreement. All substance abuse treatment needs will be determined by an external physician chosen by the employee from approved addiction treatment professionals. The particular recovery needs of the employee will also be reviewed by that physician.

3. RETURN TO WORK

Prior to the employee's return to work from an absence due to substance abuse, the employee must provide letters to Human Resources from the addiction treatment professional attesting to their cooperative involvement in each aspect of their recovery. If there are any negative responses at the end of a 90 day suspension, the employee will be immediately terminated from employment.

The return to work agreement is a document signed by the employee, supervisor, union and treating professional in consultation with the FGI Disability Management Plan case worker. Any deviations from or failure to sign the return to work agreement will result in immediate termination.

On returning to work the employee will remain substance-free. The employee will participate in a substance-monitoring program supervised by an approved addiction treatment professional, who will report to Human Resources, for a period of one year following return to work. Any negative response reported by the addiction treatment professional will result in immediate termination.