

**SAMPLE**  
[Redacted]

<b>TITLE: SUBSTANCE USE POLICY</b>	<b>PPM</b>  <b>REV:</b> <b>DATE: 11/30/2001</b>
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**H.R. MANAGER  
(Prime Responsibility)**

\_\_\_\_\_  
*H.R. Mgr. Signature*

\_\_\_\_\_  
*Date*

**GENERAL MGR.**

\_\_\_\_\_  
*General Mgr's. Signature*

\_\_\_\_\_  
*Date*

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xxxxxxx believes that it is in the best interest of their people, their families and the workplace to establish a Policy and Procedure which assists employees in dealing with substance use issues. This policy will ensure a safe work environment for all employees and help prevent the deterioration of Health, Family Life and Job Performance caused by substance use.

1.0 Policy Statement

xxxxxxx, The CAW, Local 2228 and the Employee & Family Assistance Committee are committed to ensure a safe, healthy and productive workplace. Employee's use of illicit drugs and/or inappropriate use of alcohol or medications can have serious adverse affects on the safety and well being of fellow employees, the community and the environment. This policy works to encourage mutual cooperation in addressing alcohol, medication and illicit drug use problems.

This policy was developed by a Joint Committee consisting of Management, Union, the EFAP and consultants with the **Centre for Addiction and Mental Health**.

<b>TITLE: SUBSTANCE USE POLICY</b>	<b>PPM</b>  <b>REV:</b> <b>DATE: 11/30/2001</b>
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## 2.0 Objectives

- To promote the health, wellness and safety of employees, co-workers, families and the surrounding community.
- To communicate to employees, xxxxxxx's position on substance use.
- To provide a program of education and awareness on substance use and available treatment resources to employees, supervisors, managers and their families.
- To ensure confidentiality in all circumstances provided there is no danger of harm to other employees, family or oneself.
- To create a positive environment for each individual.
- To evaluate and recommend changes to the policy as required.
- To ensure consistency in how substance use issues are addressed.

## 3.0 Scope

xxxxxxx is committed to the Health and Safety of it's employees, the community and the environment. Therefore, xxxxxxx does not tolerate the use of illicit substances or the use of alcohol, medications or other substances (i.e. inhalants) by it's employees, including contracted help, where such use affects safety and job performance. In order to prevent the risk of unsafe or impaired performance due to substance use, the following rules will be strictly enforced. There shall be:

- 3.1 a) No use, possession, distribution, offering or sale of illicit drugs, illicit drug paraphernalia or unprescribed drugs – for which a prescription is legally required in Canada – while on company business or property.
- b) No presence in the body of illicit drugs or unprescribed drugs that may cause impairment while on company business or property.
- c) No use, possession, distribution, offering for sale of alcoholic beverages on company premises, except for approved social functions or other exceptions as may be approved in advance by the company. When alcoholic beverages are served at company functions a licenced establishment will be used where the bartenders are trained in responsible service of alcohol. Taxi chits or other forms of safe transportation will be

**SAMPLE**

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------------------------------------	--

made available by the company. Intoxication is not permitted at these functions.

d) No misuse of prescribed medications, over the counter medications or other substances while on company business or property. An employee who believes that his/her use of prescribed medication may have an adverse affect on his/her performance, including safety issues, is required to report this in confidence to his/her supervisor who, in consultation with union and management, will make the appropriate accommodation.

e) No one shall report unfit for work due to the after effects of alcohol, illicit drugs, unprescribed drugs or misuse of prescribed medications.

3.2 No alcoholic consumption during working hours, whether on or off company property. This provision applies to meal times, or other personal work breaks, whether or not they are considered to be paid time except for social functions as approved in advance by the Company.

3.3 No employee with an alcohol or drug problem will be disciplined for requesting help in overcoming the problem or because of involvement in a rehabilitation effort. However, if an employee violates the provisions of this policy, or as a result of substance use, does not meet satisfactory standards of safety or work performance, appropriate disciplinary action will be taken. Discipline cannot be avoided by a request at that time for rehabilitation, or disclosure that the individual is already involved in treatment. Such action will be applied equally to bargaining unit, staff and management employees covered by this policy. This policy does not require and should not result in any exemptions from normal job requirements.

3.4 If reasonable belief is established that an impaired employee's judgement makes for an unsafe situation, the employee will cease work immediately. A team of two trained designated representatives (one from management and one from union) will be called in to assess the situation, according to procedures in sections 4.0 to 4.2, and make an authoritative decision.

<b>TITLE: SUBSTANCE USE POLICY</b>	<b>PPM</b>  <b>REV:</b> <b>DATE: 11/30/2001</b>
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3.5 When negative changes in work performance are observed employees will be encouraged to seek confidential help through the Company EFAP Program or other appropriate Program as a first step towards a solution which will ultimately benefit employees, the employer and society. Employees can contact their Employee and Family Assistance Program at \_\_\_\_\_.

3.6 A first violation of this policy may result in immediate discharge, at the discretion of management. Such a discretionary choice may be conditioned upon the employee satisfactorily completing an approved drug or alcohol abuse rehabilitation program when recommended by the company. If an employee is not discharged for violation of this policy, the employee may receive a final written warning and/or immediate suspension without pay for a reasonable period.

4.0 Procedure

This policy consists of two sets of procedures when dealing with substance use:

- A) Suspicion an employee is impaired or unfit for work

And

- B) Negative change in work performance

Guidelines for both procedures:

- Don't ignore the problem.
- Treat the employee fairly, confidentially and with respect.
- If you are concerned that someone has an addiction problem do not accuse them of being an alcoholic or having a drug problem. Ask them in a low key way if they have a problem. Make sure they understand you only want to help.
- Document all observations.

4.1 Procedure "A" – Suspicion A Worker Is Impaired At Work

<b>TITLE: SUBSTANCE USE POLICY</b>	<b>PPM</b>  <b>REV:</b> <b>DATE: 11/30/2001</b>
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Play it Safe	Do not let the employee work or operate any machinery or equipment.
Second Opinion	Two or more employees, one Management and one Union conduct an interview with the employee.
Record Your Observations	Document what actions or behaviour make you think the employee is impaired and pass this information to the designated employee representative team.

4.1.1 Designated Employee Representative Team

Assess the situation according to developed procedures.  
 Act on information and their reading of the situation.  
 Ensure that impaired employee returns to their home promptly and safely at company expense – the employee will be suspended with pay until follow-up action is initiated.  
 Immediately inform management and union of action taken.  
 Review information gathered and formulate recommendations for follow-up actions.

4.2 Procedure “B” – Negative Change In Work Performance

- 1<sup>st</sup> Interview problem
  - Outline the employees work performance (i.e. deteriorated work performance and behaviour that has been documented).
- Assistance
  - Advise the employee that assistance is available through the EFAP program or other appropriate program to resolve problems affecting job performance. Assure confidentiality.
- Monitor
  - If job performance and behaviour improve no other meeting needed.

**SAMPLE**

**TITLE: SUBSTANCE USE  
POLICY**

**PPM**

**REV:**

**DATE: 11/30/2001**

- If job performance/behaviour does not improve, the Company will take appropriate action, which may include disciplinary action up to and including termination of employment.

#### 5.0 Employee Assistance and Rehabilitation

The company acknowledges that alcohol and drug dependencies are treatable conditions and that early intervention greatly improves the probability of lasting recovery. The company will continue to provide confidential assessment, counseling, referral and aftercare service through its Employee and Family Assistance Program (EFAP). Employees who suspect they have a substance dependency or emerging alcohol or drug problem are encouraged to seek advice and to follow appropriate treatment promptly, before job performance is affected or violation of this policy occur. Any employee who follows approved treatment will receive disability and health insurance benefits in accordance with existing plans.

At the discretion of a mutually agreed upon physician and with the informed consent of the employee, medical work limitations may be communicated to management, resulting in modified work, reassignment, or absence from work on disability benefits during treatment.

Information concerning an employee's health status or involvement with EFAP will continue to be held in strictest confidence. Such information will not be disclosed except:

- As authorized by the informed consent of the employee or;
- As required by law.

#### 6.0 Prevention

The company recognizes that appropriate emphasis must be placed on the prevention of alcohol or drug abuse and dependency. Therefore, the company is committed to:

**SAMPLE**

**TITLE: SUBSTANCE USE  
POLICY**

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**DATE: 11/30/2001**

- Clearly communicate its expectations with respect to employee substance use;
- Maintain a program of employee health awareness;
- Provide a program of education and training on substance use and available treatment resources to union stewards, supervisors and managers; and
- Support employee efforts to maintain a safe work environment.

7.0 Conclusion

xxxxxxx's Management and its employees equally share the responsibility for a drug/alcohol free environment.

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