



Policy Type: Human Resources

Policy #: HR-600-07

Approved by Council on: June 25, 2018

Human Resources – Management of Substance Abuse

Policy

The Town of Prescott is committed to providing a safe workplace for its employees, its clients, residents, and the public. Equally important to the Town is the promotion of employee health and well-being. The use of drugs (both legal and illegal, as explained below) and alcohol, both on and off the job, can jeopardize employee health, safety, and well-being as well as adversely affect job performance.

The Town has adopted the following policy to establish and maintain a safe workplace and a healthy, and efficient workforce free from the effects of drug and alcohol use.

Objective

The intent of this policy is to;

- establish and maintain a workplace which is free of the negative effects of drug and/or alcohol use.
- clarify the respective responsibilities of the Town and its employees to ensure a workplace which is free of the negative effects of drug and/or alcohol use.
- implement appropriate corrective disciplinary action up to and including dismissal where employees violate this policy.
- identify, assist, and where appropriate, accommodate employees who are identified as having a drug and/or alcohol related disability.

Procedure

The use, sale, distribution, or possession of alcohol, cannabis, and/or illegal drugs while on the job or at the workplace is cause for dismissal.



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Reporting for work while under the influence of alcohol, cannabis, and/or illegal drugs may lead to discipline up to and including dismissal. The employee will not be allowed to work his/her shift and will be sent home immediately.

An employee is not to be at work when his/her judgment is impaired or his/her behaviour is inappropriate due to the use of over-the-counter or legally prescribed drugs. If an employee is undergoing prescribed medical treatment with drugs, which are likely to impair his/her performance, he/she should promptly report this treatment to his/her immediate supervisor. Failure to report may lead to discipline up to and including dismissal

Being unfit for scheduled work due to the use or after-effects of illegal drugs, alcohol, or cannabis may lead to discipline up to and including dismissal.

Employees returning to work after seeking treatment for drug and/or alcohol dependency may be subject to conditions of reinstatement including regular attendance at work, satisfactory work performance, or any other conditions deemed appropriate by the Town.

Human Rights Considerations

In dealing with violations of this policy, the Town will differentiate between behaviour that is properly characterized as relating to a disability – including alcohol and/or drug dependency – and behaviour that is not.

If a violation of this policy occurs because an employee suffers from a disability – including alcohol, and/or drug dependency – the Town's response will be directed at the goal of rehabilitation. Accommodation pursuant to the Ontario Human Rights Code will be offered, where appropriate.

It is the employee's obligation to advise the Town that he/she suffers from alcohol and/or drug dependency as soon as possible and to provide appropriate medical proof of his/her condition. The employee also has a duty to cooperate with rehabilitation offered by the Town.

If rehabilitation is not achieved, termination of employment may result, however, each case will be assessed on its individual merits.



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Employee Assistance

The Town encourages any employee with a drug and/or alcohol problem to contact his/her Supervisor for assistance.

Employees may also contact directly the Town's Employee Assistance Program (EAP) provider for quick, professional, confidential help.

Confidentiality

All actions taken and employee information obtained pursuant to this policy will be confidential and disclosed only on a "need to know" basis.