



Policy: Employee Substance Use/Abuse
Policy Number: GC
Policy Type: Personnel

Background:

It is recognized that employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, Hanover School Division reserves the right to prohibit certain items and substances from being brought on to, or present on company premises.

The Hanover School Division believes that the impact of drug and/or alcohol use / abuse in the workplace is costly and are committed to having a comprehensive plan to address substance use and abuse through education, early intervention and disciplinary action where required.

The employees of Hanover School Division are our most valuable resource, and for that reason, their health and safety is of paramount concern. Hanover School Division has adopted this policy and requisite procedures to communicate its expectations and guidelines surrounding the use of intoxicating substances their use, misuse, and abuse.

Policy:

The use and abuse of any alcohol and intoxicating substances impacts negatively on the health and well-being of employees, their sense of connectedness and belonging in their workplace, their engagement with their peers and co-workers and ultimately their ability to function in their position at Hanover School Division.

The Hanover School Division is committed to a comprehensive plan to address substance use and abuse through:

1. Interventions for employees with identified problems of substance abuse. This may include referral of the employee to Employee and Family Assistance Programs supplied by their Union or Division benefit providers.
2. Disciplinary action for all instances listed below while under authority of the Division, in attendance or upon returning to work, or during work-related activities or assignments, or attendance of:

- the use of any tobacco product on school property
- supplying of tobacco or tobacco products to minors
- being under the influence of intoxicating drugs or alcohol

- possession of intoxicating drugs or alcohol
- trafficking or the supplying of intoxicating or prescription drugs or alcohol

Guidelines:

For specific guidelines on dealing with substance use/abuse in the workplace, refer to the following procedures in the Administrative Procedures manual:

- P-GC – Employee Use of Cannabis Procedure
- P-GCA – Suspected Employee Impairment Procedure

Date Policy Created:	June 28th, 2018
Date of last Review:	New
Reference(s):	<ul style="list-style-type: none"> • Bill 25 - Cannabis Harm Prevention Act (To Be Proclaimed) <ul style="list-style-type: none"> - Part 4 Mental Health Act - Part 5 Non-smokers Health Protection - Part 7 Public Schools Act – Code of Conduct • HSD Administrative Procedures <ul style="list-style-type: none"> - P-GC – Employee Use of Cannabis – Procedures - P-GCA – Suspected Employee Impairment Procedure - P-GDA - Reasonable Accommodation Policy (Protected Grounds) - P-GJA - Fit for Duty Procedure • HSD Policy Manual <ul style="list-style-type: none"> - GC – Employee Substance Use / Abuse Policy - GD - Reasonable Accommodation Policy (Protected Grounds) - GJ – Fit for Duty Policy
Related Forms:	