



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. Progressive 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 or vapour products on school property
 - supplying of tobacco, tobacco products or vapour 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 - GE - 123 - Cannabis at the Workplace
- P - GE - 124 - Suspected Employee Impairment Procedure

Date Policy Created	June 28, 2018
Date of last Review:	May 2, 2023
Reference(s):	<p>Manitoba Law: CCSM cP250 <i>The Public Schools Act</i>, section 47.1(2)</p> <p>Manitoba Law: CCSM cS150 <i>The Smoking and Vapour Products Control Act</i></p> <p>HSD Administrative Procedures</p> <ul style="list-style-type: none"> - P - GE - 121 - Fit for Duty Procedure - P - GE - 122 - Return to Work - P - GE - 123 - Cannabis at the Workplace - P - GE - 124 - Suspected Employee Impairment Procedure <p>HSD Policy Manual</p> <ul style="list-style-type: none"> - GD - Reasonable Accommodation Policy (Protected Grounds) - GJ - Fit for Duty Policy - AEA - Smoke Free Environment
Related Forms:	