

Subject: Substance Abuse	Date Approved: November 25, 2014
Approved by: Executive Director	Date Revised:
Specific to: All Staff, Board of Directors and Volunteers	Next Review Date: September 2020

**INTENT:**

North Huron Family Health Team (NH FHT) prides itself on providing a safe working environment for all of its employees. Employees under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves and their coworkers. To help ensure a safe and healthy workplace, NH FHT reserves the right to prohibit certain items and substances from being brought on to, or being present on company premises. NH FHT also strictly prohibits the use of non-prescribed drugs or alcohol during work hours and employees are further prohibited from reporting to work while under the influence of drugs or alcohol.

**POLICY:**

Suspicion of Impairment

Any employee reporting to work visibly impaired will be deemed unfit to perform required duties and will not be allowed to work. The following procedure will apply in these situations:

1. If possible, the Executive Director will first seek a physician’s opinion to confirm the employee’s status.
2. Next, the Executive Director will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee’s ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or there is an odour of alcohol, the employee should not be permitted to return to their assigned duties to ensure their safety and the safety of their co-workers or visitors to the workplace.
3. If an employee is deemed “unfit for work” this decision is made based on the best judgment of the Executive Director, and DOES NOT require a breathalyser or blood test. The employee should be advised the company has arranged a taxi or shuttle service to safely transport them to their home address; an unfit employee will be sent home without pay.
4. If, in the opinion of the Executive Director, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safer transportation alternative - depending on the determination of the observed impairment - and accompanied by the Executive Director or another employee if necessary.

5. A substance abuse evaluation test may be conducted by the Executive Director.
6. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse this company organized transportation and make the decision to drive their personal vehicle the company is obligated to and will contact the Police to make them aware of the situation.
7. A meeting will be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

### Inspections

NH FHT reserves the right to require its employees to cooperate with inspections of any and all property on its premises for the presence of drugs, alcohol or other contraband. NH FHT also reserves the right to require its employees to cooperate with any searches of their work area, or property that might be used to conceal drugs, alcohol or other contraband. Employees found to be in possession of such contraband, or who refuse to cooperate in these inspections may be subject to disciplinary action up to and including termination of employment.

*Note: Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.*

### Substance Dependency

- The Company understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability under Human Rights legislation. The Company promotes the early diagnosis of this disease, and encourages employees with a disability based on dependency on alcohol or drugs to pursue medical, and/or psychological treatment to become successfully cured of this disease.
- NH FHT will work to ensure that individuals protected under Human Rights are able to work effectively, by making adjustments or modifications to the work, or the work environment, up to the point of undue hardship.
- Employees are not excused from their duties as a result of their dependencies. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.
- The Company defines a rehabilitated drug user or alcoholic, or any individual engaged in a supervised drug or alcoholism rehabilitation program that is no longer using drugs or alcohol, as an employee with a disability. As such, the Company would consider the application of an individual who had formerly been in violation of the drug and alcohol policy, if the candidate could show evidence of rehabilitation. The employee would be responsible for adhering to the Company's Agreement for the Continuation of Employment within this Policy.
- All medical information shall be kept confidential by NH FHT.

Any employee convicted of, or who pleads no contest to any substance related offense must inform the Company within five (5) days of the conviction or plea. Failure to do so will result in disciplinary action up to and including termination of employment. In the event of an employee's conviction or plea to charges relating to the manufacture, possession, sale, use, distribution, receipt, or transportation of any substance, the Company will determine whether disciplinary action will be taken, including the appropriateness of continued employment.

### Expectations

#### Management

- Shall identify any situations that may cause concern regarding an employee's ability to safely perform his/her job functions.
- If it is known or ought to have been known that an employee has a substance dependency, the employer shall accommodate the employee to the point of undue hardship.
- Shall ensure any employee who asks for help due to a drug or alcohol dependence will not be disciplined for doing so.

#### Employees

- All employees are expected to abide by the provisions of this policy.
- Employees will not report to work while under the influence of drugs or alcohol.
- Employees are strictly prohibited from bringing non-prescription drugs and alcohol onto company property.
- Employees are strictly prohibited from using non-prescription drugs or alcohol during work hours.
- In the event that an off-duty employee is asked to come in to work, it is his/her responsibility to refuse the request and ask that the request be directed to another person if the employee is unfit due to the influence of alcohol or other drugs.
- Employees are encouraged to communicate to their manager that they may be under the influence of over the counter medications that may cause drowsiness or impairment.
- Employees are encouraged to communicate to their employer that they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately.
- Employees who fail to adhere to the above expectations or who engage in illegal activities such as selling drugs and/or alcohol while on company premises will be subject to disciplinary action up to and including termination of employment and referral to legal authorities.