

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name SUBSTANCE USE BY EMPLOYEES AND VOLUNTEERS 722

Board Approved: June 18, 2019

Reviewed: March 5, 2019

Review by: December 2024

POLICY

The Superior-Greenstone District School Board is committed to the health and safety of its employees and *volunteers* and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse.

Superior-Greenstone District School Board actively promotes and encourages early diagnosis and treatment of employees who may suffer from a Drug and/or Alcohol disability and will assist them towards full rehabilitation.

Where an **employee** suffers from a disability under the Ontario *Human Rights Code*, Superior-Greenstone District School Board will make reasonable efforts to accommodate an employee, in accordance with its obligations at law. Where a **volunteer** suffers from a disability under the Ontario Human Rights Code, Superior-Greenstone District School Board will provide initial support to assist them in obtaining information regarding supports for substance use, misuse and abuse.

RATIONALE

The Superior-Greenstone District School Board is committed to providing a safe and healthy working and learning environment and is committed to assisting employees with the prevention of substance use and the early identification of substance dependency. The board actively promotes and encourages early diagnosis and treatment of employees who may suffer from a Drug and/or Alcohol disability and will assist them towards full rehabilitation. Where an employee suffers from a disability under the Ontario *Human Rights Code*, Superior-Greenstone District School Board will make reasonable efforts to accommodate an employee, in accordance with its obligations at law.

This policy and related Procedural Guideline establish the expectations for all employees and volunteers of the Superior-Greenstone District School Board. It will apply to all work environments, where by employees/volunteers ability to perform their assigned duties in a safe and productive manner are in jeopardy (i.e. Off-site work engagements, conferences, field trips, curricular and extra-curricular activities).

DEFINITIONS

“**Drug(s)**” includes but is not limited to, any substance obtained as a result of a legitimate prescription or a legally obtained drug (such as cannabis), prescription medications which are acquired without a legally obtained prescription, intentionally misused prescription medications, illicit drugs, solvents or inhalants that may inhibit or impair an employee’s ability to perform his or her assigned duties in a safe and productive manner.

“**Alcohol**” includes, but is not limited to beer, wine, spirits or any other intoxicating compound.

“Fit for Duty” in the context of this Policy means being able to perform assigned duties in a safe and productive manner and not under the influence, impaired, or limited in any way by Drugs and/or Alcohol or their after-effects.

GUIDELINES

Employees and volunteers under the influence of drugs and alcohol on the job can pose a serious health and safety risk to themselves, employees and students. To help ensure a safe and healthy working environment the Superior-Greenstone District School Board reserves the right to prohibit certain items and substances from being brought on to or present on Board premises.

ROLES AND RESPONSIBILITIES

The Superior-Greenstone District School Board will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment;
- Review and update this policy regularly to respond to the evolving needs and developments in the law;
- Provide training in an effort to ensure that all supervisors and human resources staff recognize signs of Drug and/or Alcohol abuse or misuse;
- Ensure steps are taken to protect the confidentiality and privacy of all employees in accordance with the law;
- Ensure that all employees who suffer from a Drug and/or Alcohol related disability are appropriately accommodated;
- Provide access to rehabilitation services to employees who require it;
- Provide support if an employee is advised that they may need to use prescribed medicinal cannabis. Matters that should be discussed include: possible non-smoking options; a designated smoking area; the impact of second-hand smoke on others; and the avoidance of residual scents at work.

Managers and Supervisors will:

- Identify any situations that may cause concern regarding an employee/volunteer’s ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

DISCIPLINARY ACTION

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on Superior-Greenstone District School Board premises).

References:

Policy 401 Consumption of Alcohol
Policy 405 Smoking
Policy 707 Employee Code of Conduct
Policy 505 Field Trips
Policy Criminal Background Check